



## **Medical Claims and Billing Specialist**

### **The Company**

Sutton Place Psychiatry is one of New York's most respected psychiatric practices and the leading TMS Center in the New York City metro area. The first group to clinically provide TMS in New York, Sutton Place Psychiatry has performed over 20,000 treatments since our beginning in 2008. TMS therapy (Transcranial Magnetic Stimulation) is a non-invasive treatment that is an alternative or another option to the prescription of the next antidepressant medication. Sutton Place Psychiatry is hiring a Medical Administrative Assistant to provide administrative support to our physicians and assist the team in managing our growing TMS practice.

### **Primary Duties**

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- Working alongside front desk administrative assistant, gathering critical insurance and financial information and educating new patients on financial aspects before treatment
- Leading all aspects prior insurance authorizations and benefits investigations before treatment, gathering information, educating the patient and ensuring office policy is followed
- Managing all aspects of the billing and payment collection process, working with patients, insurance companies and Medicare to ensure proper and timely collection of payments
- Maintaining an up to date knowledge of key rules and common practices as relates to insurance and Medicare reimbursement in the psychiatric industry, and keeping office policy in line
- Assisting in the general management of office when needed, assisting nurses in non-clinical tasks, admin assistant in scheduling patients and ensuring smooth execution of office policy, etc.

## **Key Skills**

- Strong billing experience: extensive experience and aptitude with all aspects of the medical practice billing cycle (psychiatric office experience preferred)
- Extensive knowledge of medical terminology and process: including excellent understanding of insurance eligibility, HIPAA requirements, CPT coding and therapy authorization process.
- Exceptional organizational skills: ability to multi-task and work on several projects comfortably in a busy environment while balancing multiple requests
- Strong people skills: as the face of the office to patients and vendors, a positive, optimistic attitude and ability to diffuse difficult issues with a smile is a must
- Facility with technology: extensive experience with EMR and medical billing software, comfort with using other technology daily, both PC and mac, including MS Word, Excel and Outlook.

## **Critical Requirements**

- Minimum 3 years of successful experience as a medical billing specialist (psychiatric practice preferred)
- Minimum 3 years demonstrated expertise with terms, practices and procedures common in the medical health industry (psychiatry preferred)
- Strong experience with EMR and medical billing software.
- Ability to work full time in front office of busy, mid-town psychiatric practice