

VACANCY ANNOUNCEMENT

Billing/Reimbursement Analysts

Issue Date: 03/17/16
Closing Date: On-Going
Salary Range: \$25,000 – \$50,000
Location: LSU Health Care Services Division
Baton Rouge, LA

The LSU Health Care Services Division (HCSD) is accepting resumes for Billing/Reimbursement Analysts in the Patient Financial Services Division in Baton Rouge, LA. Duties: Audits hospital and/or clinic billing claim forms/remittance advices to identify errors and take corrective action. Implements various procedures required to complete claims submission and collections including, but not limited to, re-billing claims, forwarding documents, acquiring additional data, posting appropriate adjustment transaction codes, documenting patient accounting system as needed, making changes to existing financial class and plan code in patient accounting system, and providing supporting documents on quality issues. Reviews, communicates, and works with payers and facility on payer recoupments/audit requests to ensure timely handling of all requests.

Qualifications: Baccalaureate degree from an accredited college or university. Three (3) years of experience in claims, billing, and/or collections with a health care agency or a health care billing agency. Four (4) additional years of related experience may substitute for the degree. Salary Range: \$25,000 - \$50,000. Send resumes to Human Resources Administration, LSU HCSD, P.O. Box 91308, Baton Rouge, LA 70821-1308; fax to 225-354-4851; scan and email to LSUHotline@lsuhsc.edu

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