



## VACANCY ANNOUNCEMENT

**OPENING DATE:** 04/01/2019 **CLOSING DATE:** 04/14/2019

**POSITION:** Reimbursement Analyst (Unclassified)

**SALARY:** \$25,000.00 - \$50,000.00 Annually

**LOCATION:** Lallie Kemp Medical Center  
Independence, Louisiana

**DEPARTMENT:** Patient Billing and Receivables

**Description:**

Incumbents will be responsible for the day-to-day Billing of Accounts Receivable for LKMC. Performance of these duties will require the incumbent to audit hospital/clinic billing claim forms which have been identified with errors in the electronic billing system. Reviews the various procedures required to complete claims submission including, but not limited to: rebilling claims, forwarding documents, acquiring additional data, posting appropriate payment and/or adjustment transaction codes and amounts, documenting as needed; making changes to existing financial class and plan code and providing supporting documents on quality issues. All duties are performed under the general guidance and direction of the LKMC Patient Billing Operations Supervisor and/or Manager.

**Minimum 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 which includes Medicare, Medicare Advantage, Medicaid, Medicaid Advantage, and commercial insurance billing and collection experience.

**Substitution:**

Four (4) years additional years of related experience may substitute for the degree.

**HOW TO APPLY:** Qualified candidates must send a resume to:

Lallie Kemp Medical Center  
Human Resources, Attn: Hilary Dugar  
52579 Hwy 51 South, Independence, LA 70443.

Closing date of this job posting is April 14, 2019.

**Equal Opportunity Employer**