



Billing Specialist II
EYE-Q VISION CARE

Job Announcement

EYE-Q Vision Care, a Fresno leading comprehensive eye care provider since 1956, is seeking a full-time Billing Specialist II, to join its dynamic team. This detail-oriented position is responsible for supporting the Business Office, to undertake a variety of financial and non-financial tasks in order to help guarantee the company's revenues. You will handle the processing of incoming payments along with the issuing of necessary paperwork.

Position Responsibilities include but are not limited to:

- Edit billing to ensure accuracy of diagnosis and procedures codes.
- Communicate with payors on claim status.
- Make financial arrangements with patients/guarantors.
- Complete appeals and follow-up for claims paid in lesser benefit amount.
- Monitor payments made on accounts.
- Prepares bad debt.
- Performs audits of accounts.
- Post payments in a timely manner
- Work aging.
- Accurately document record status and issues as they occur.

Qualifications:

- Minimum of two years related expertise and/or technical school training; or equivalent combination of experience and education.
- Strong knowledge of medical billing practices.
- Results-driven
- High degree of attention to detail and trustworthiness.
- **Bi-lingual preferred.**

Position offers competitive benefits and compensation commensurate with experience. An Equal Employment Opportunity Employer.