



TITLE: Customer Service Representative – Insurance Follow-up

DEPARTMENT: Billing and Claims Administration

SCHEDULE: Full-time position
Monday through Friday

DUTIES:

- Follow up on all insurance claims filed to ensure appropriate reimbursement.
- Appeal claims improperly denied.
- Assist claims reviewer with the initial billing of ambulance trips and stretcher van trips.
- Handle customer phone calls in a polite and professional manner as needed.
- Promote a strong and positive professional image for the department.
- Other duties as assigned

REQUIRES:

Excellent organizational skills with attention to detail

Excellent customer service skills

Billing and claims experience.

Preferably medical insurance knowledge

TO APPLY CONTACT:

Maggie Georges

Human Resources Generalist

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