

**Billing Coordinator  
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=232486>

Downloaded On: May. 9, 2024 6:34am

Posted Mar. 6, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Billing Coordinator
<b>Department</b>	School of Dental Medicine
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Mar. 6, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Health Services Fiscal Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20220?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20220?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**Overview**

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Tufts University School of Dental Medicine (TUSDM) offers one of the most forward-looking educational environments in dental medicine in the country. Revenue Cycle Operations (RCO) supports patient care services revenue cycle management, along with other members of the Finance and Administration team, supports the financial management and administration of the dental school. This position reports directly to the Revenue Cycle Administrator and works closely with school clinics it supports: Dental Faculty Practice, Diagnostic Sciences: Craniofacial Pain and Sleep Center, Oral Medicine, Oral and Maxillofacial Pathology; Tufts Dental Facilities and the Pre-doctoral (UG - Students), Postgraduate (PG - Residents) Specialty clinical treatment areas, which includes: Endodontics, Orthodontics, Periodontics, Prosthodontics, Pedodontics, Oral and Maxillofacial Surgery, AEGD and Geriatric Dentistry.

### What You'll Do

Under limited supervision, the Billing Coordinator is responsible for:

- Analyzing AR and claims adjudication through resolution to support daily, monthly, quarterly and yearly revenue cycle and collections goals.
- Timely reviewing of codes for accuracy.
- Accurate timely creation and submission of claims to dental/medical insurance companies.
- Timely resubmission and/or appealing denied claims.
- Posting payments and adjustments.
- Answering complex patient and internal customers' claims and balance inquiries and accurate timely reviewing and working aging accounts.
- The Billing Coordinator works in conjunction with Clinic Analyst, Staff Accountant and other revenue cycle operations team members to accurately reconcile patient accounts to maximize payments, performing other claims and/or Finance related duties, to assist in revenue cycle management.

### What We're Looking For

#### Basic Requirements:

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- Bachelor's Degree or Associate's Degree and 1+ year experience **OR** High School degree/GED and 3+ years of experience in the finance field or in a related area and dental/medical healthcare knowledge.
- Needs to be driven.
- Excel knowledge.
- Innovative, independent self-starter.
- A leader and team player.
- Analytical intelligence.
- Self-disciplined.
- Exceptional attention to detail.
- Healthcare business or insurance knowledge.
- Ability to effectively communicate technical information,
- Aptitude and willingness to learn and drive change.
- Dental coder certification (CDC) required, or within 1 year of hire date.

**Preferred Qualifications:**

- Bachelor's Degree preferred.
- Certified Dental Coder (CDC) applicant with 4 - 6 years of medical/dental insurance coding/billing.
- Proven compliant dental/medical healthcare financial, treatment planning or billing coordination, insurance benefits: eligibility, limitations and guidelines.
- Knowledge of third-party billing.
- Excel expert.
- Knowledge of MassHealth and Medicare regulations and guidelines, as well as commercial dental/medical insurance coding/billing practices.
- Familiarity with ADA codes, CPT Codes and ICD-10 Codes.
- Experience in a fast-paced dental/medical setting. Working software knowledge: axiUm.

**Pay Range**

Minimum \$24.00, Midpoint \$28.55, Maximum \$33.10

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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