

Accounts Receivable Insurance Coordinator
University at Buffalo, The State University of New York

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Posted May 23, 2019, set to expire Sep. 22, 2019

Job Title	Accounts Receivable Insurance Coordinator
Department	SDM Clinical Dentistry
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	May 23, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Fiscal Services
Job Website	http://www.ubjobs.buffalo.edu/postings/19910

Apply By Email

Job Description

Position Summary

We are seeking an Accounts Receivable Insurance Coordinator to post insurance payments and follow up on unpaid outstanding insurance claims. This requires an understanding of insurance reimbursement guidelines, including NYS Medicaid, along with familiarity of insurance websites to complete tasks. Ability to craft correspondence and knowledge of telephone protocols in pursuit of claims reimbursement is also necessary. Additional duties include answering phones, back-up of daily depositing and other clerical tasks, as needed.

About UB

The University at Buffalo is SUNY's most comprehensive public research university, and an outstanding place to work. UB amplifies ambition for faculty and staff by offering endless possibilities to achieve more. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. Dedicated staff and engaged faculty collaborate to further knowledge and

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understanding, and develop tenacious graduates who are valued for their talents and their impact on global society. Visit our website to learn more about the University at Buffalo.

Minimum Qualifications

High school diploma, GED, and at least 3 years of experience in accounts receivable

Preferred Qualifications

Experience in medical or dental insurance accounts receivable

Contact Information

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

Contact

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