

**Billing Administrator
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=207366>

Downloaded On: Sep. 24, 2023 10:35am

Posted Mar. 16, 2023, set to expire Dec. 31, 2023

Job Title	Billing Administrator
Department	School of Dental Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Mar. 16, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Finance/Investment Management Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/18718?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts University School of Dental Medicine (TUSDM) offers one of the most forward-looking educational environments in dental medicine in the country. Clinic Billing Operations (CBO) supports patient care services billing for TUSDM. This Medical and Dental Billing team, along with other members of the Finance and Administration team, supports the financial management and administration of the dental school. This position reports to a Billing Manager and supports the remote Clinic Billing Operations team, Clinic Analyst and Staff Accountant.

Billing Administrator Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=207366>

Downloaded On: Sep. 24, 2023 10:35am

Posted Mar. 16, 2023, set to expire Dec. 31, 2023

What You'll Do

- The Billing Administrator is fully onsite and supports the Dental School Clinics' daily remote billing operations and is responsible for the overall functional management of all billing practices onsite support aspects, working continuously to improve Clinic Billing Operations' onsite internal controls to enhance clinic revenues, increase collections and improve internal/external customers' experience.
- The Billing Administrator works in conjunction with and provides onsite support for all CBO remote team members, the Clinic Analyst and the Staff Accountant, to accurately reconcile patient accounts, performing other billing and/or Finance related duties or assignments, assisting in onsite revenue cycle management.
- The Billing Administrator is the first-line onsite resource for billing team projects and the streamlining of revenue cycle onsite supported processes.
- This role directly supports all revenue cycle/billing remote roles.
- The performance of the Billing Administrator has a direct impact to clinic revenue, as it provides critical onsite support: timely printing/ mailing statements and handling and processing time sensitive mail.
- This individual is responsible for ensuring that all onsite supported billing aspects are compliant, processed timely, accurately and appropriately, following all applicable dental/medical billing, federal, state and/or Tufts University guidelines, rules, policies and protocols, implementing appropriate and timely changes/updates, as applicable.
- The Billing Administrator is responsible for managing onsite support functions of accounts receivables, revenue collection, insurance claims, statements, payment posting, claims adjustments and other account related adjustments, works through denied claims to resolution; answers complex patient inquiries and timely reviews and works AR and performs other billing related onsite duties that assists in the management of patient accounts, claims submission processes and reconciliations.
- Additionally, the individual must have the ability to prioritize duties/tasks in a fast-paced environment with numerous competing deadlines, while maintaining absolute accuracy, with extremely exceptional attention to detail.

What We're Looking For

Basic Requirements:

Billing Administrator Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=207366>

Downloaded On: Sep. 24, 2023 10:35am

Posted Mar. 16, 2023, set to expire Dec. 31, 2023

- Bachelor's Degree/Associate's Degree preferred **OR** High School degree/GED and 2 plus years of experience in a directly related or comparable administrative support area, such as a fast-paced dental/medical setting, with applicable dental/medical healthcare expertise.
- Working knowledge and demonstrated expertise with ADA codes and dental billing, including commercial dental/medical insurance coding/billing practices.
- Needs to be driven, Excel knowledge, innovative, independent, self-starter, a leader, team player, analytical intelligence, exceptional attention to detail, have healthcare business or insurance knowledge, ability to effectively communicate technical information, aptitude and willingness to learn and to 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 3+ years of medical/dental insurance coding/billing.
- Knowledge of third-party billing.
- Expert knowledge of MassHealth and Medicare regulations and guidelines, and applicable CPT Codes and ICD-10 Codes.
- Excel expert.
- Working knowledge of axiUm software.

Pay Range

Minimum \$56,600.00, Midpoint \$70,800.00, Maximum \$85,000.00

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

Contact Information

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

Contact



Billing Administrator
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=207366>

Downloaded On: Sep. 24, 2023 10:35am

Posted Mar. 16, 2023, set to expire Dec. 31, 2023