

BELL Ambulance is a progressive, client-oriented company devoted to providing high quality emergency and non-emergency medical services. BELL Ambulance has been in operation since 1977 and has grown to be the largest provider of ambulance service in the State of Wisconsin, responding to more than 75,000 ambulance calls annually.

In this role you provide a support in the areas of customer service and data entry in the billing office. This position carries out responsibilities in the areas of data entry, claims processing, customer service and billing mailings.

How you will contribute:

- Process claims with a high degree of accuracy following Medicare guidelines as well as following internal priority rules.
- Directly manage documentation on that may contain both confidential and non-routine information.
- Place phone calls to clients and insurers to obtain complete information for claims processing and collection of payments.
- Receive incoming phone calls from clients and various other payers to assist in claims payment.
- Operate within HIPPA and company guidelines to maintain client confidentiality.
- Complete data entry for ambulance trips while ensuring that data is complete and accurate.
- Show a willingness to learn primary job responsibilities as well as cross-train in the billing department.

Qualifications/Requirements:

- Must have accurate typing ability and 10-key ability.
- Must be able to pay attention to detail while maintaining accuracy of information.
- Must have knowledge of windows based computer programs.
- Bilingual in Spanish is helpful, but not required.
- Medical billing experience is desirable, but not required.

Education/Experience:

High school diploma or equivalent, one or more years of experience or training or equivalent combination of education and experience.