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|  | **JOB AND ROLE DESCRIPTION** |

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| **Position Name** | **Dental Insurance Billing Specialist** | **Company** | TINY TOOTH |
| **Job purpose** | We are seeking a highly skilled and organized Dental Insurance Billing Specialist to join our team. The ideal candidate will have a strong background in dental billing, coding, and accounting, with a keen attention to detail and the ability to accurately calculate write-offs and copays. | | |

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| **REQUIRED QUALIFICATIONS** | |
| **Education** | |
| * College Diploma: Accounting, Business Administration, or Administrative Management Careers * Desirable Master | |
| **Training or Expertise** | |
| * High English level (Well spoken, well written) * Strong Microsoft Office skills * Ability to quickly implement new software and technologies. Manage multiple portals. | |
| **Experience** | * 3 or more years of experience working remotely for USA-based companies * Strong background in dental billing, coding, and accounting, with a keen attention to detail and the ability to accurately calculate write-offs and copays * Treatment Planning: Basic knowledge of dental treatment planning processes |

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| **JOB FUNCTIONS** |
| * **Dental Billing and Coding**: Manage and process dental insurance claims, ensuring accurate coding and billing in compliance with insurance guidelines and dental coding standards. * **Payment Posting:** Accurately post payments received from insurance companies, patients, and other sources into the dental practice management system. * **Write-Offs and Copays Calculation:** Calculate and apply appropriate write-offs, copays, and adjustments based on insurance contracts and patient benefits. * **Insurance Follow-Up**: Monitor and follow up on unpaid or underpaid claims, working with insurance companies to resolve discrepancies and ensure timely payment. * **Patient Communication:** Communicate with patients regarding their insurance coverage, billing questions, and payment responsibilities. * **Record Keeping:** Maintain detailed and organized records of all billing and payment activities, ensuring compliance with all relevant regulations and policies. * **Reporting:** Generate and analyze billing and payment reports to identify trends, issues, and opportunities for improvement. * **Treatment Planning:** Basic knowledge of dental treatment planning processes to support the billing department and inform in-office staff about recurring issues or denials |

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| **REQUIRED SKILLS** |
| * Experience: Minimum of 2 years of experience working with USA-based companies, with 1-2 years specifically in dental billing and coding. * Bilingual: Proficiency in both English and Spanish, with high-level English skills required. * Knowledge: Strong understanding of dental insurance billing, dental coding, and accounting principles. * Skills: Excellent organizational skills, attention to detail, and the ability to work independently and as part of a team. * Technical Proficiency: Familiarity with dental practice management software and electronic health records (EHR) systems. * **Preferred Attributes:**   **Customer Service:** Strong interpersonal skills and the ability to effectively communicate with patients and insurance companies.  **Problem-Solving**: Analytical thinking and problem-solving skills to resolve billing and payment issues.  **Efficiency:** Ability to manage multiple tasks and deadlines in a fast-paced environment. |

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| **WAGE COMPENSATION** |
| **Salary: $1,200.00 USD Monthly**  **Schedule: Monday to Friday from 8:00 AM – 5:00 PM PST**  **However, as an exempt employee, you may be required to work beyond these hours from time to time to fulfill your responsibilities as may be necessary.**  **Internet and computer must be covered by the employee** |