



ROANE GENERAL HOSPITAL – Full-Time Insurance Billing Specialist

Roane General Hospital in Spencer, WV a 60 bed Critical Access Hospital with 35 SNF/ICF beds, 25 acute care beds, Level IV Trauma Emergency Department, three Rural Health Clinics and a walk-in clinic is currently seeking applicants for a ***Full-Time Insurance Billing Specialist***.

Qualifications

The successful applicant will be responsible for processing patient accounts from the point of pre-bill edit to final claim resolution. Duties include resolving bill edit failures both electronically and manually, electronic and manual submission of claims, claim receipt reconciliations and rebilling when necessary.

A high school diploma or equivalent is required. One year experience in health care patient financial services or related healthcare experience is preferred.

The ideal applicant must possess a strong work ethic, good customer service skills, and be a motivated self-starter. The ability to multitask and work in a fast paced environment is essential.

Opportunity

We offer a competitive salary and an excellent benefit package including: health, dental, life insurance, 401k, and free membership to on-site fitness center.

Submit application/resume to:

Roane General Hospital
Attn: Human Resources Department
200 Hospital Drive
Spencer, WV 25276
employment@rghwv.org

"Roane General Hospital is an equal opportunity provider, and employer."

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD)