United Arab Emirates Jobs Expertini®

Insurance Coding Officer

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Company: Skills Hub Recruitment Solutions

Location: Abu Dhabi

Category: healthcare-practitioners-and-technical

Overview: As an Insurance Coder, you will play a vital role in ensuring accurate coding and billing processes for medical services provided by our organization. This position requires expertise in insurance coding systems and regulations, along with a thorough understanding of various insurance providers such as SAADA, ESAAD, NEURON, DAMAN, AL MADALLAH, NAS, and ENAYA. The ideal candidate will be a certified coder with RCM (Revenue Cycle Management) experience and a strong background in insurance and finance coding. A minimum of 2 years of relevant work experience in Homecare or a Medical Facility is required for this role.

Responsibilities:

1. **Insurance Coding:**

   Accurately assign ICD (International Classification of Diseases) and CPT (Current Procedural Terminology) codes to medical procedures and diagnoses.

   Ensure compliance with coding guidelines, regulations, and requirements of various insurance providers.

   Review medical records, reports, and documentation to extract relevant information for coding purposes.

2. **Billing and Reimbursement:**

   Generate and submit insurance claims accurately and promptly.

   Verify insurance coverage and eligibility for patients.

Follow up on unpaid or denied claims and resolve any billing discrepancies or issues.

3. **Insurance Knowledge:**

Maintain up-to-date knowledge of insurance plans, policies, and procedures offered by different providers.

Interpret insurance contracts and guidelines to facilitate proper coding and billing practices.

Collaborate with insurance companies to address coding-related inquiries or disputes.

4. **RCM Expertise:**

Utilize Revenue Cycle Management (RCM) tools and software to streamline billing processes and optimize revenue collection.

Identify opportunities for process improvement and efficiency enhancement within the revenue cycle.

5. **Team Collaboration:**

Coordinate with healthcare providers, clinicians, and administrative staff to ensure accurate documentation and coding practices.

Communicate effectively with internal stakeholders to resolve coding-related issues or concerns.

Qualifications:

Certified Coder with a valid CPC (Certified Professional Coder), APA (Advanced Professional Coder), or AAPC (American Academy of Professional Coders) certificate.

Proven experience in Revenue Cycle Management (RCM) is essential.

In-depth knowledge of insurance coding systems, including ICD and CPT coding.

Previous experience in insurance and finance coding is required.

Minimum of 2 years of work experience in Homecare or a Medical Facility.

Flexible attitude with the ability to adapt to changing priorities and environments.

Strong problem-solving skills and attention to detail.

Ability to work independently with minimal supervision.

Immediate availability to join the team.

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Cross References and Citations:

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