



AllMeds PM EDI Specialist

AllMeds Inc., a supplier of Electronic Health Record, Practice Management and Revenue Cycle Management to private physician practices across the nation, seeks a self-motivated individual to fill the EDI Specialist position. The EDI Specialist will be responsible for coordinating all aspects of support and management of EDI services to AllMeds clients.

ESSENTIAL FUNCTIONS

- Assess EDI related issues regarding healthcare claims, eligibility, remittances, patient statements, etc.
- Work with clients to resolve issues that impact practice revenue, and provide timely communications to clients and internal staff on resolution of such issues
- Work under the supervision of Senior EDI specialist to effectively manage day to day tasks
- Determine additional customer needs and convey them clearly and concisely to department manager
- Assist with cases as needed to afford quality client care, to both communicate with clients and help other employees gain knowledge with EDI services

DUTIES AND RESPONSIBILITIES

- Assist new and existing clients with EDI enrollment.
- Work with new clients to help stabilize their billing environment post go live.
- Work with customer service and training departments to understand how client software utilization may impact EDI transactions.
- Work EDI related cases and provide timely and accurate resolution to customers.
- Maintain accurate client account information in Customer Relations Management software.
- Attend team meetings and participate in suggestions for company and departmental process improvements.

SKILLS REQUIRED TO PERFORM DUTIES

- Strong oral and written communication skills
- Strong knowledge of software applications (e.g. Microsoft Word, Excel, PowerPoint, electronic health records, practice management systems)
- In depth understanding of a medical office environment, preferably in a surgical setting, including billing processes and procedures.
- Experience with private and commercial billing guidelines and understanding of healthcare payment adjudication.
- Knowledgeable of ANSI specifications (ANSI 837, 835, 277, 271, 270) and ability to determine ANSI related problems/errors.
- Flexibility of schedule and strong organizational, logistical and time-management skills
- Self-motivated and ability to implement projects and meet deadlines without constant supervision, yet be a team player and work easily with other trainers with whom you will be working and traveling.



- Ability to track progress on implementations and determine when supervisory or technical assistance is required
- Constructive and positive interpersonal abilities

EDUCATIONAL REQUIREMENTS NEEDED TO PERFORM THE DUTIES

- Associates degree in Business/Healthcare Management and 1-2 years of experience in a healthcare environment OR 3-5 years of experience in a healthcare setting, preferably in a managerial role.
- Working knowledge of Healthcare EDI clearinghouses, Practice Insight EDI portal in particular.