



ComplQ Solutions – Career Opportunity

Position: Medical Bill Review Analyst – Multiple Level(s)

Location: Remote

State Date: Flexible

Compensation: Hourly

PURPOSE and OVERVIEW

ComplQ Solutions is seeking a Medical Bill Review Analyst to support the service delivery operations team. There are multiple internal level(s) of Bill Review Analyst(s) depending on the capabilities of each candidate based upon candidates' level of experience, background, and subject matter expertise.

DUTIES AND RESPONSIBILITIES

- Reviews medical bills for appropriate, necessary, and any applicable unrelated charges.
- Reviews payment recommendations against applicable fee schedule allowances, regulatory or administrative charges, coding, and identifies billing errors to determine if fraud or inaccurate billing.
- Performs bill review functions in compliance with established client-specific rules and workflows that may change from time to time.
- Assists in the development and implementation of new audit/review methodologies to identify overpayments and underpayments to providers.
- Applies knowledge of provider billing and patient accounting practices to the research of client policy and data to reveal new overpayment recovery opportunities.
- Develops, maintains, and ensures adherence to multiple project schedules.
- Ensures productivity goals are met daily.
- Communicates audit and review issues and results to supervisors and managers.
- Participates in planning, daily meetings, and backlog sessions.
- Performs other duties as assigned by supervisors and managers.
- Complies with all company guidelines, code of conduct, policies, and standards.

QUALIFICATIONS:

Education/Certificates:

- Associate degree in medical coding or related field preferred but not required.
- Certified Professional Coding (CPC) License is a bonus but not required

Experience (varies by Analyst Level):

- Level 1 – Basic knowledge of medical coding or billing preferred
- Level 2 – 2-3 years of medical billing or bill review experience expected, preferably in the workers compensation industry
- Level 3 – 3-5 years of experience in the workers compensation industry, experience reviewing complex surgery and inpatient hospital bills preferred.



ABOUT COMPIQ SOLUTIONS

ComplIQ Solutions is a software and full-service provider focusing on the property and casualty medical bill review market. We provide an end-to-end solution for our clients leveraging our proprietary technology and software platforms in the delivery of our solutions and services. We focus our efforts on our three key stakeholders, in this order: 1) Clients; 2) Colleagues; 3) Company.

ComplIQ Solutions provides our full-time team members with the below benefits:

- Fair and Competitive Salary
- Paid Vacation and Sick Time
- Medical, Dental, and Vision Insurance
- Short-Term and Long-Term Disability Options
- Company sponsored Life Insurance
- 401k Plan starting in the first month with 4% company match
- Health Spending Account (HSA) and Flexible Spending Account (FSA) Programs

HOW TO APPLY:

Interested candidates are required to submit an updated cover letter and resume to the ComplIQ Solutions Corporate email box at: ComplQCorp@ComplQsolutions.com