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# Example of Reimbursement Specialist Job Description

Our innovative and growing company is looking to fill the role of reimbursement specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for reimbursement specialist

* Troubleshoot Medicare/private insurance denials
* Work with Reimbursement, Professional Clinical Services, and Marketing to provide coding to customers that supports defined Reimbursement Strategies for existing, new and limited launch products within Orthotics & Prosthetics (O&P) and Mobility Solutions business units
* Prepare complex claims reimbursement submissions in a managed care environment
* Serve as an advocate and resource to clinic administration in the areas of reimbursement and managed care
* Maintain and support relationships with customers and insurance/managed care organizations to ensure a successful reimbursement program
* Monitor and report standardized metrics on claims status/progress in a timely manner
* Establish contact points/relationships with payers to optimize claims/appeals process
* Ensure completeness and accuracy of contract database for in-network payers
* Monitor cash receipts against contracts database, follow up discrepancies as appropriate
* When claim/appeals process exhausted (according to policy) hand-off to Customer Service to initiate collections from patients

## Qualifications for reimbursement specialist

* Must possess good leadership skills and have the ability to work independently
* Must be analytical, flexible, innovation, and self-motivated
* Charge Master experience a must
* Microsoft Office - Excel proficiency a must
* Previous experience working in corporate setting preferred
* NextGen EHR experience preferred