
JUNIOR DENIALS COORDINATOR

Submit your resume to careers@aergo.com

Please be sure to reference the position in your email.

Essential Duties and Responsibilities:

- Manages assigned workload of accounts through timely follow up and accurate record keeping.
- Scanning, faxing and filing highly confidential documents.
- Downloading and printing medical records.
- Generating appeal letter templates.
- Packaging certified mail.
- Logging events on accounts in workflow system.
- Adding notes to accounts in hospital patient accounting systems.

Minimum Qualifications & Competencies:

- Four-year degree preferred
- Strong multi-tasking skills
- MUST possess strong computer skills
- Proficiency with MS Office.
- Excellent oral and written communication skills