LaTeam
YOUR LATAM TEAM

About Lateam Partners

Lateam Partners is a premier recruitment agency specializing in hiring top **English-speaking** talent in **Latin America** for U.S.-based companies. We connect skilled professionals with dynamic opportunities, offering competitive salaries, career growth, and the chance to work with leading international businesses.

By joining Lateam Partners, you gain access to **exciting remote roles, a supportive work culture, and ongoing professional development**. We pride ourselves on matching top-tier talent with high-quality employers, ensuring a rewarding experience for both candidates and clients.

If you're looking to advance your career with **a stable, well-paid, and growth-oriented opportunity**, apply today and become part of our thriving network!

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Job Title

Billing Specialist

Location

Remote

Client

Undisclosed

Responsibilities

1. Billing and Insurance Process (LTC Patients):

Set Up LTC Payers for New Clients:

- Set up basic payer information based on Verification of Benefits (VOB) or private pay set-up.
- Ensure all payer details (payer name, contact info, policy numbers) are entered correctly into the system.
- Confirm accuracy of payer information and details.
- Set up authorization or ensure that a client is set up as a secondary payer to prevent unbilled

Weekly Billing and Reconciliation:

- Review billing drafts for accuracy (hours worked, services rendered) and confirm with caregivers as needed.
- Generate and verify invoices, ensuring accurate billing codes, payer details, and rates are used.
- Ensure correct billing rates for LTC and Private Pay services.

2. Payment Processing:

Post Deposits, Client & Insurance Checks:

- Post client and insurance payments accurately into the Matri system.
- Review and identify any missed invoices and follow up on them.
- Audit accounts for overpayments and initiate refund processes where applicable.

Process & Post ACH & Credit Card Payments:

- Ensure ACH and credit card payments are processed and matched with the correct client accounts.
- Generate Draft & Final Aide Pay Reports:

- Send draft payroll reports for approval before finalizing and distribute final payroll reports to the Admin and Scheduling teams.
- Finalize payroll and upload extract file to Paychex

Process Additional Pay Runs for Aides:

- Review and process any late or missed pay runs, ensuring amounts and timing are correct.
- Notify the Finance team of additional pay runs if necessary.

3. Client Refunds and Adjustments:

Process Client Refunds:

- Review and evaluate the need for client refunds (overpayments, billing errors, etc.).
- Ensure that refunds are processed according to company policy and documentation is maintained.

Post Invoice Adjustments:

- Process necessary adjustments such as write-offs, charge transfers, and document these accordingly.

Record Refund-Related Information:

- Submit a refund worksheet to the accountant and ensure the correct documentation is provided.

4. Weekly and Monthly Reports:

· Monthly Closing in Matrix:

- Ensure all monthly closing procedures are completed, including reconciling unbilled revenue and discrepancies.

Review of Billing and Payments with Clients:

- Reach out to clients to resolve any billing or payment issues in a timely manner.

Prepare and Submit Annual Audit Documentation:

- Collect and submit all necessary documentation for the annual audit, ensuring completeness and timeliness.

Provide Annual Payment Reports:

- Prepare and submit accurate annual payment reports to clients as requested.

5. Miscellaneous Tasks and Support:

AR Folders:

- Create and organize Accounts Receivable (AR) folders for monthly and daily deposits, ensuring all documentation is accurate and audit ready.

10-99 Folders

OL Connect Drop for E-Delivery and Portal Invoices:

- Ensure client and caregiver invoices are uploaded to OL Connect for distribution to LTC companies and private pay clients.
- Review and address any issues with unmatched invoices, working with the supervisor for resolution.

Apply to this position

https://forms.monday.com/forms/6f43e441a98a43154090ba9322b9091d?r=use1