



## 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**

Clinical Operations and Billing Support

### **Location**

Remote

### **Client**

Undisclosed

### **Job Summary**

We are seeking a detail-oriented and proactive Clinical Operations & Billing Support Coordinator to support internal clinical operations, authorization management, and billing readiness for a Medicare-certified home health agency. This role plays a critical part in ensuring clinical documentation accuracy, timely payer authorizations, and smooth billing preparation across Medicare, VA, Aetna, long-term care (LTC), and private pay services.

This is a full-time, 100% remote contractor position, and candidates must be based in Latin America (LATAM). The ideal candidate will bring strong clinical documentation awareness, excellent organizational skills, and the ability to work autonomously while collaborating closely with a U.S.-based clinical and operations team.

## **Responsibilities**

- Review nursing and therapy documentation to ensure completeness, accuracy, and alignment with the Plan of Care (POC) and physician orders.
- Validate clinical notes prior to billing, identifying missing frequencies, goals, signatures, or discrepancies, and coordinating corrections with clinicians.
- Track and manage payer authorizations across Medicare, VA, Aetna, LTC, and private pay services.
- Monitor authorization timelines and proactively follow up through payer portals and insurance representatives.
- Notify intake and billing teams of authorization approvals, updates, or potential delays.
- Ensure visits are finalized and signed before billing submission.
- Confirm billed services align with authorized services.
- Prepare claims and supporting documentation for the billing team.
- Identify and resolve documentation or authorization issues that could delay billing or impact revenue.
- Track authorized hours, service start dates, and weekly invoicing readiness for LTC and private pay clients.
- Coordinate billing discrepancies with the billing department.
- Perform task tracking, internal follow-ups, and light data entry related to revenue cycle activities.
- Maintain professional and collaborative communication with internal teams.
- Attend staff meetings and in-services as scheduled.

## **Qualifications**

- Must be based in Latin America (LATAM).
- Ability to work full-time in a 100% remote contractor role.
- Applications must be submitted with an updated CV in English.
- Advanced English level required (C1 or C2).
- Experience in home health, healthcare administration, clinical operations, or medical billing support.
- Strong attention to detail and accuracy, especially when reviewing clinical documentation.
- Familiarity with clinical environments and comfort validating nursing and therapy notes prior to billing.

- Proven ability to manage multiple authorizations, timelines, and operational tasks simultaneously.
- High level of organization, follow-through, and time management.
- Ability to work independently within defined workflows while collaborating with cross-functional teams.

#### Preferred Qualifications

- Experience working with Medicare-certified home health agencies.
- Familiarity with payer authorization processes.
- Experience using systems such as WellSky, Forcura, payer portals, or similar healthcare platforms.

#### **Apply to this position**

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