



Majestic Billing Services LLC

1125 Huntington Dr

Anna, TX 75409

Job Title: Account Manager - Home Health Billing

Department: Billing

Reports To: Managing Members

Location: Remote or Onsite

Position Type: Full-Time

Compensation Structure: Hourly

About Majestic Billing Services LLC:

Majestic Billing Services LLC is a dynamic and forward-thinking company specializing in comprehensive billing solutions for the home health industry. We pride ourselves on delivering top-notch services, ensuring seamless reimbursement processes for our clients.

Position Overview:

As an Account Manager specializing in Home Health Billing at Majestic Billing Services LLC, you will play a pivotal role in ensuring efficient revenue cycle management for our home health clients. The ideal candidate will bring a strong background in medical billing, comprehensive knowledge of home health reimbursement processes, and excellent communication skills to effectively manage client relationships.

Benefits Eligibility:

Majestic Billing Services LLC affords the following Benefits to Full Time (Non-Contract) Employees:

- 6 Paid holidays – Eligible from Start Date
- Group Medical Plan – Eligible after 90 Day Probationary Period is Complete
- 401(k) Retirement Plan – Company Matching
- PTO (Paid Time Off) – Eligible after 1-year continuous employment.

Key Responsibilities:

1. **Client Relationship Management:**

- Build and maintain strong relationships with home health clients, acting as the primary point of contact for billing-related inquiries and concerns.

2. **Billing and Reimbursement:**

- Oversee the entire billing process for assigned home health accounts, ensuring accurate and timely submission of claims to insurance providers and government payers.
- Stay abreast of industry regulations and changes in reimbursement policies to maximize revenue for clients.

3. **Revenue Cycle Optimization:**

- Collaborate with internal teams to identify and implement strategies for optimizing the revenue cycle, reducing denials, and improving cash flow.

4. **Problem Resolution:**

- Address and resolve billing discrepancies, claim rejections, and other issues in a timely manner, working closely with clients and internal teams.

MAJESTIC BILLING SERVICES LLC IS AN EQUAL OPPORTUNITY EMPLOYER



5. **Documentation and Compliance:**

- Ensure that all billing documentation meets regulatory compliance standards and is submitted in accordance with industry guidelines.

6. **Performance Analysis:**

- Monitor key performance indicators (KPIs) related to billing and reimbursement, providing regular reports and analysis to clients and internal stakeholders.

7. **Client Education:**

- Educate clients on billing processes, documentation requirements, and industry best practices to enhance their understanding and collaboration.

8. **Team Collaboration:**

- Collaborate with cross-functional teams, including coding specialists, compliance officers, and IT professionals, to address client needs and enhance service delivery.

9. **Manage Billing Specialists:**

- Train new hires.
- Identify and report to Managing Members progress of new hires, indicating areas of excellence and areas that need improvement.
- Assign and monitor day-to-day duties.

10. **Any Other Duties as Assigned**

Qualifications:

- Bachelor's degree in business, Healthcare Management, or a related field.
- Proven experience in medical billing, specifically in home health billing.
- In-depth knowledge of CMS regulations, HIPAA, and other relevant healthcare compliance standards.
- Excellent interpersonal and communication skills.
- Strong problem-solving abilities and attention to detail.
- Proficiency in billing software and Microsoft Office Suite.
- Certified Professional Biller (CPB) or similar certification is a plus.

How to Apply:

Interested candidates are invited to submit their resume and a cover letter detailing their relevant experience to ashley@majesticbillingservices.com or bonnie@majesticbillingservices.com.

The subject line should include "**Account Manager Application** - [Your Name]".