



Unified Community Services
Serving Grant and Iowa Counties

Seeking applicants for full-time **PATIENT ACCOUNTS REPRESENTATIVE** position. The position can be based in either our Dodgeville or Lancaster office, with the potential to move to hybrid remote work once trained. Position is responsible for all aspects of patient revenue cycle, to include; processing and submitting insurance claims; billing private pay; working denials; posting payments; making bank deposits; and following up on delinquent accounts.

Preferred qualifications include associate degree in related field and experience using electronic health records. Minimum of two years of insurance billing experience required. Applicant must possess critical thinking skills, must abide by HIPAA standards and work well within a team. Caregiver Background Check required.

Competitive salary, starting at \$21.61/hour and comprehensive benefit package, including Wisconsin Retirement System, health, life and disability insurance, training, and paid time off.

Screening of applicants will begin immediately and will continue until the position is filled. Submit resume and letter of interest to:

Ben Biddick
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Lancaster, WI 53813
(608) 723-6357
bbiddick@unifiedservices.org

EOE/AA/CRC