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## Billing Specialist

**Summary:** APA is a small but rapidly growing home medical equipment company that has been serving the Twin Cities community for over 50 years. We are seeking a teammate with keen attention to detail and strong organizational skills who can work on a self-directed basis to help our clients get what they need to live independent lives. We need someone that is not afraid of learning new things and is interested in understanding how their job fits into the larger APA delivery machine. Finally, we need someone who, like APA Medical, is mission-driven and believes that the people of Minnesota deserve the very best service.

### Essential Duties and Responsibilities:

- Review patient accounts
- Determine if funds available to release paperwork
- Enter claims for payment
- Work incoming denials
- Work closely with Insurance companies

### Requirements:

- Education or experience equivalent to a high school diploma
- Two years of experience in customer service, documentation, or other field requiring intense attention to detail
- Strong communications skills and a proactive disposition
- General computer knowledge, especially Microsoft Outlook and Teams
- An interesting in learning new things
- Durable or home medical equipment experience a plus
- Familiarity with Brightree a plus

**About APA Medical:** APA Medical has been enabling the independence of Minnesota's citizens for over 50 years. We specialize in providing incontinence, mobility, and home & daily living products that help our clients heal in the comfort of their homes while empowering them to live fulfilling lives. We are embarking on a new chapter and are excited about the company's near- and long-term prospects as we work to expand access to home medical equipment across the state.