



Working with Larsen Billing Service

Thank you for your interest in joining us at Larsen Billing Service, LLC. Larsen Billing Service was founded in 2002. We are a unique billing service catering to providers of a variety of specialties whom are in private practice, to help them receive payment for the work they do. We are currently the largest midwifery and birth center billing agency in the nation, and we continue to grow as word of our services spreads.

LBS contracts with those who have the skill sets our assignments require. We have from 50-60 employees working with us at any given time -- all working together and with our employees and management team to provide excellent service for our clientele.

Here is a brief overview of a few aspects of working with Larsen Billing Service:

Departments--

There are 5 main departments within Larsen Billing Service:

1. Benefits Department
 - Calling insurance companies to verify member benefits
 - Creating reports to send to member and provider
 - Estimated 80% of time will be spent on the phone
 - Availability required during regular business hours
2. Demographics/Credentialing Department
 - Calling insurance companies to obtain necessary paperwork to update provider demographics or establish contracts
 - Complete and submit insurance specific paperwork
 - Make follow-up calls to check status of demographic and/or credentialing changes
 - Estimated 80% of time will be spent on the phone
 - Maintain and track progress in SharePoint
3. Claims Department
 - Customer service
 - Submitting claims to insurance companies
 - Interaction with providers and patients
 - Calling insurance companies to follow up on claims submitted by Larsen Billing Service
 - Creating reports
 - Contacting providers for chart notes, etc., to be sent to insurance companies
 - Estimated 50% of time will be on the phone, 50% on the computer
 - Availability required during regular business hours
4. Appeals Department
 - Create and submit appeals to insurance companies
 - Follow-up calls to ensure proper and complete processing of appeal(s)
 - Working hours are more open, but some availability during regular business hours should be expected

5. Patient Billing Department

- Set up/manage patient payments
- Collect payments
- Patient calls and communications
- Estimated 80% of time will be spent on the phone
- Working hours are more open, but some availability during regular business hours should be expected

Technology Requirements – (Subject to Change)

Larsen Billing Service, LLC uses Microsoft Office products, including Office 365, Outlook, SharePoint and Skype for Business 2016. Windows Operating system is required. Larsen Billing Service, LLC does not use Mac products for its daily operations. In order to appropriate work with our software systems, a minimum of technology requirements are necessary, they include:

- A PC with at least all of the requirements listed:

HARDWARE:

2.4 GHz or faster processor

4.0 GB of RAM

20 GB available disk space

SOFTWARE:

Windows 10, or higher

- Microsoft Office 2016 or higher - Word, Excel, Outlook Full Versions for Business only, Home and Student version is NOT adequate. Alternately, we have an Office 365 lease option.
- Fast and reliable internet connection-I will send you a website so that you can test your speed.
- Webcam – video conferencing capability
- Headset and/or microphone – audio conferencing capability
- A printer with scanning capability for e-fax
- A telephone and any fees for the service and/or charges for long-distance phone calls-this is optional, we also have an internet phone service for your use.
- A separate office with a locked door – HIPAA compliance
- Basic minimal office supplies such as filing folders, paper, ink cartridges, etc.

Pay Rates–

Rates are set by Larsen Billing Service and as they relate to the qualification of employee and position hired for by Larsen Billing Service. Payroll is via direct deposit, twice a month.

Training–

A certain level of skill-sets are required before being considered for employment by Larsen Billing Service. Once an LBS employee, one is then trained to use the medical software systems used by LBS. The best candidates are those who have had medical billing experience, are proficient in working with Microsoft 365 products, and displays strong work and personal ethics.

If you would like to pursue a position at Larsen Billing Service, feel free to submit a resume and letter of interest via the JOIN OUR TEAM tab on our website.

Thank you,

Diane Harston

Human Resource Manager
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