

## Medical Biller Position at American Indian Community Center/Goodheart Behavioral Health

Hours per week- 20 hours per week

Pay rate- \$20.00 an hour

### Medical Biller Job Summary

We are looking for an organized and experienced medical biller to join our organization. The medical biller will transfer patient and insurance information and initiate payment processes and procedures. The ideal candidate will be well-versed in billing software, medical insurance regulations, and an expert at responding to patient and insurance inquiries. The medical biller will also maintain patient confidentiality, handle personal information, and accurately input patient data into the system.

### Medical Biller Duties and Responsibilities

- Ensure patient information is accurate and complete
- Request any missing patient information
- Review referrals and authorizations
- Confirm patient benefits and insurance
- Follow all regulations and guidelines set by Medicare, state programs, and HMO/PPO
- Transfer insurance claims and billing data to billing software
- Create both paper and electronic copies of documentation
- Develop and maintain a tracking system of incoming and late payments
- Monitor and date late payments
- Initiate late payment notices to relevant parties
- Respond to questions and complaints from patients or insurance companies
- Follow-up on late or missed payment notices
- Monitor and resolve financial discrepancies
- Arrange payment plans and timelines for payments
- File and maintain organized documentation of all billing and records
- Follow set billing processes and procedures

- Update and review all accounts to keep records of payments up-to-date
- Work with personal information and maintain patient confidentiality

## Medical Biller Requirements and Qualifications

- High school diploma or equivalent; AA degree in billing, health care administration, finance, business, or related field preferred
- Two (2) years' previous experience as a medical biller or in a related healthcare administrative position
- Able to multitask, prioritize, and manage time efficiently
- Self-motivated and self-directed; able to work without supervision
- Excellent verbal and written communication skills
- Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel); working knowledge of billing software is a plus
- Strong customer service skills and comfortable answering both patient and insurance company questions
- Able to analyze problems and strategize for better solutions