

Position Title: Medical Billing Specialist

Position Concept: The Medical Billing Specialist will be responsible gathering charge information, coding, entering into data base, complete billing process and distributing billing information. The Medical Billing Specialist will be responsible for processing and filing insurance claims and assists patients in completing insurance forms. The Medical Billing Specialist position reports to the Medical Billing Specialist Team Lead.

Minimum Qualifications & Experience: The Medical Billing Specialist must have a minimum of one year experience in a health care organization. Candidate must possess excellent communication skills, ability to multi-task, and enjoy working in a fast paced team environment. Experience with the MEDENT Practice Management system is a plus. They must have a High school diploma. Medical Billing Certificate preferred.

Position Responsibilities: The Medical Billing Specialist Position responsibilities include, but are not limited to:

- Researches all information needed to complete billing processes including obtaining charge information from physicians, checking ICD-10 & CPT-4 coding.
- Performs insurance/billing clerical duties, including review and verification of patient account information against insurance program specifications.
- Resolve routine patient billing inquiries and problems and follow up on balances due from insurance companies and patients.
- Enter data to process charges, payments, denials and adjustments.
- May analyze and code procedures and diagnosis using ICD-10 & CPT-4 codes.
- Maintain billing records
- Scanning and routing of documents
- Special assignments
- Other duties as assigned by the billing manager.

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