

Medical Biller/Coder Associate

The Medical Billing/Coder Associate assists in office related functions for the central office of the organization, including, but not limited to:

- 1) Daily maintenance, organization and follow up on insurance duties, responsibilities, and documents
- 2) Compilation of insurance documents
- 3) Electronic billing or paper billing of insurance claims
- 4) Posting of payments
- 5) Continual follow up of denied, rejected or missing claims
- 6) Clerical duties (answering phones, scheduling appointments)

Strong organizational skills, attention to detail, self-motivated and interpersonal skills required. Must be comfortable working as a team as well as independently. Analytical and critical thinking skills required.

Open office setting with a collaborative team and positive office culture.

Work/Life Balance Friendly Office Hours M-F, 8:15am - 5pm, with 1-2 late evenings, no weekends.

Experience with the following required:

- Medical Billing Certificate Required
- ICD-10: 2 years (Preferred)
- Diagnosis/CPT Coding
- Implementation/Billing of multiple provider types under the same Tax ID/NPI
- Medicare billing
- Advanced level experience and proficiency with Microsoft Excel, Word, and Outlook.

Job Type: Full Time

Wage/Salary: \$18.00 - \$24.00 per hour; bonus pay available

Benefits:

- 401(k)
- 401(k) matching
- Health, Dental and Vision insurance
- Employee discount
- Paid time off

Schedule:

- 8-hour shift
- Day shift
- Monday to Friday

Work Location: In person