

Medical Biller/Coder Associate

At AHMG, we provide clinical services, clerical support, and patient care in a forward-thinking, collaborative environment. Enjoy an open office setting with a positive culture, supportive team, and work/life balance—friendly hours: Monday through Friday, 8:15 AM to 5:00 PM, with only 1–2 late evenings and no weekends. We offer comprehensive benefits and paid time off—because caring for our team is just as important as caring for our patients.

As a **Medical Biller/Coder Associate**, you'll play a key role in accurately coding and billing patient services. Your attention to detail and understanding of medical terminology and insurance processes help keep our operations running smoothly and ensure timely, accurate reimbursement.

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

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

Minimum Qualifications

Education: Medical Billing Certificate required

Experience with the following required:

- 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.

Other: Strong organizational skills, attention to detail, self-motivation and interpersonal skills required. Applicants must be comfortable working as a team, as well as independently. Analytical and critical thinking skills required.