

**Position:** Experienced Medical Biller/Payment Poster (NextGen Practice Management)

**Department:** Billing

**Days and Hours of Work:** Full Time (40 hours, Monday-Friday, 8:00am-5:00PM), Non-Exempt

**Reports to:** Billing Manager

Parktree Community Health Center is a non-profit, Federally Qualified Health Center (FQHC) whose mission is to be the medical home for the underserved in our community by providing high quality preventive and primary care health services.

**Job Summary:** The Medical Biller position is a key member of the billing department. This role provides sound revenue cycle and billing expertise to the organization. In addition, provides support services and other office functions within internal control guidelines.

**Essential Duties:**

- Completes payment entry in a timely and accurate manner:
  - Balances batch totals with deposit worksheet and runs/prepares transaction reports
  - Verifies all EFT deposits are properly recorded and;
  - Paper checks are scanned/posted
- Properly documents payments, adjustments, rejections, and denials in the practice management system and communicates rejection and denials to the appropriate biller
- Identifies trending denials and reports to the Billing Manager
- Complete CIFs, appeals, and work all assigned payer denials per payer guidelines
- Maintains required billing records, reports, and files
- Conducts Sliding Fee Audits on a quarterly basis

**Department Coverage:**

- Cross trained to provide department coverage in charge entry and other areas as needed
- Maintains professional knowledge regarding FQHC medical billing and coding procedures, insurance carriers, federal programs, etc.
- Count cash from each front office location and assist Billing Manager with batch posting
- Processes Quest billing and resolves billing errors
- Assist with month-end reports as needed

**Job Qualifications and Skills:**

- Proven knowledge and experience in health care, including third party reimbursement mechanisms and preferred knowledge in FQHC revenue cycle
- 3 years minimum experience as a medical biller
- 3 years minimum experience billing managed care
- Preferred knowledge in **NextGen applications**
- High school graduate or equivalent.
- Preferred Certified Coder (CPC, CCS-P) with credential from either AAPC or AHIMA
- Knowledge of medical terminology, anatomy & physiology
- Knowledge of Medicare and Medi-Cal billing guidelines
- Knowledge of Managed Care and local plan billing requirements
- Experience in PC-Based Accounting, A/R functions, Excel, Outlook.
- 10 Key by touch; type 45 wpm.