

## **T.H.E. HEALTH AND WELLNESS CENTERS JOB DESCRIPTION**

**POSITION:** MEDICAL BILLER  
**DEPARTMENT:** Finance  
**STATUS:** Full-Time, Non-Exempt

### **POSITION SUMMARY:**

Under the general direction of the Medical Billing Supervisor, the Medical Biller records patient charges, prepares billing statements, and records receipt of payments.

### **Essential Duties and Responsibilities:**

- Accurately and efficiently gather patient information from the progress note and ensures that the claim forms are completed, electronically signed, and entered into the electronic billing management system on a daily basis.
- Post all charges and payments into the billing management system.
- Maintain records, as necessary, to re-bill any denials or unpaid claims in a timely manner.
- Reconcile, and file, outstanding claims to associated remittance advices.
- Follow up on any unpaid claims, including collections of direct patient charges.
- Attend training seminars, as required, to stay current on billing and eligibility issues.
- Communicate regularly with other Medical Billers and share information acquired regarding billing issues.
- Sort and file patient encounter forms by date.
- All other duties as assigned.

### **Qualifications and/or Experience Requirements:**

- High school diploma or equivalent
- Minimum 1-2 years of relevant work experience or equivalent combination of training and relevant work experience.
- Knowledge of medical terminology; proficient knowledge of ICD-9 and CPT codes; ability to research and correct errors.
- Ability to work with diverse population with good communication skills.
- Computer proficiency
- Experience in using an electronic billing management system preferred.
- Experience with Medi-Cal and Medi-Care claims preferred.
- Experience in utilizing an electronic health record (EHR) highly desirable.
- Bilingual in Spanish preferred.