



## Job Posting

**Title:** Medical Biller

**Base Salary Range:** \$23.00 Hourly plus benefits

**FTE:** Full Time – Non - Exempt

We are seeking an experienced and diligent **Medical Biller** who wants to make a difference in our community. We want to hear from you if you thrive in a fast-paced, caring, and compassionate environment!

### **Our Mission:**

The Mission of South-Central Family Health Center is to improve the quality of life for the diverse community of inner-city Los Angeles by providing affordable and comprehensive health care and education in a welcoming and multi-cultural environment. To lead the way in health care in South Los Angeles, as the premier provider and employer of choice offering comprehensive, high quality, affordable, efficient and culturally responsive services.

### **General Summary:**

Under the supervision of the Revenue Cycle/Billing Administrator, the Medical Biller I will be responsible for the processing and responding to all patient-related billing and the submission of bills for reimbursement from various programs (i.e. Medi-Cal, CPSP, EAPC, etc.). The ideal candidate will have to perform some of the following essential duties.

- Accurately collect and enter patient data and billing information into the electronic health record system.
- Monitors and reconciles third party insurance remittance and cash collections
- Reviews and audits encounter for accuracy and makes proper corrections for all discrepancies found.
- Maintains procedures for efficient and accurate processing of encounters in the billing department
- Posts remittance advices on a timely manner
- Resubmit denied claims and perform follow-up as needed
- Coordinates the paper/document flow related to billing and patient accounts, including but not limited to: The correlation of records and registration information and forwarding of specific billing information to third party billing and follow-up
- Complete and reconcile payments and make notations of any discrepancies.
- Directly contacting patients to discuss payment and develop payment plans, entering patient data into administrative systems, and recording information about outstanding claims.
- Prepare and submit claims to insurance carriers either electronically or by hard copy billing.

### **Education, Experience and Qualifications:**

- High School Diploma or equivalent required
- Associate's degree or higher
- Completion of a formal medical billing program from an accredited program required
- Must have a minimum of 3 years' experience in medical billing
- Must have a minimum of 1 to 3 years in a community clinic setting
- Proficient in electronic medical records
- Displays excellent oral, written, and customer service skills
- Computer skills; MS Excel and Word
- Excellent interpersonal, organizational, and project management skills
- Demonstrated ability to handle highly confidential information with attention to detail.



### **Job Posting**

- Knowledge of medical terminology and coding standards
- Knowledge of ICD10 codes and CPT codes
- Knowledge of health plan benefits to understand medical terminology and provider reimbursement methodologies.
- Knowledge of State and Federal programs to ensure reimbursement from the State & Local contracts/programs and grants

### **Top benefits or perks:**

As a team member at South Central Family Health Center, you'll enjoy competitive wages and generous benefits

- Benefits: Health care, dental, life insurance
- 403 (b) Retirement plan
- Education Reimbursement
- Career development: Entry-level employees have opportunities to work in management, HR or other areas of the company.

### **Contact/application information:**

To apply please visit South Central Family Health Center's website at:

<https://recruiting.paylocity.com/recruiting/jobs/All/325da02f-904e-426b-ab73-f734fa9906c9/South-Central-Family-Health-Cent>