

## **Medical Receivables Specialist I - Medical Billing - Job Posting: 4520466**

### **Job Description**

- Medical Receivables Specialist/Medical Billing from various departments obtains payment for medical services provided to clinic patients rather from individual or third-party payers.
- This position follows up on accounts to ensure payments are received.
- Interfaces with insurance companies for claims and those being accurately processed for payment.
- Maintains accurate accounts and payer balances, posts to accounts, and reviews all accounts.
- Works with front offices and cashiers for all billing purposes.

### **Credentials Needed**

- One year of related experience in a healthcare setting/accounting and/or billing, familiar with ICD-10 and CPT-4 codes.
- Experience with medical terminology and charge entry is a plus.
- Ten key by touch.
- High School Diploma or GED.
- Must obtain a fingerprint clearance card and be able to successfully pass a background investigation. If not already obtained, Fingerprint Clearance Card application must be submitted within 5 business days of employment.