



We are looking for a Medical Biller to join our team. This is a full-time position with the opportunity for full-time advancement at our location in Kent, WA.

### **Main Job Tasks and Responsibilities**

#### **Primary Responsibilities:**

- Computer savvy, knowledge of EHR's, ability to multi-task, self-motivated.
- Skill in establishing and maintaining positive, professional working relationships & the ability to work well within a team as well as our patient population.
- Make telephone calls to patients, hospitals, insurance companies and/or attorneys as needed to research claims or obtain insurance information & Comply to requests for information.
- Ability to communicate effectively in person and on the phone
- Document details of activity on each account in the ledger system (PracticStudio)
- Contact insurance carriers to inquire about the status of past due accounts
- Review patient accounts to ensure accuracy
- Problem solving skills, detail oriented and highly organized
- Follows all protocols and procedures safeguarding patient privacy and confidentiality
- Follow up on accounts that have reached collections to ensure they have been fully worked before the account is referred to an external collection agency.
- Ability to maintain composure under pressure
- Must have a great attendance record, attend work on time, act and appear professional

#### **Secondary Responsibilities:**

- Knowledge of medical terminology and general knowledge of CPT and ICD coding
- Intermediate ability to read and interpret EOBs
- Manages incoming phone calls and handle in a professional manner
- Works on needed Prior Authorizations
- Sorts and distributes incoming mail, sends outgoing mail
- Process primary and secondary paper claims to insurance carriers.
- Managing incoming and outgoing faxes, answer incoming calls/ transfer calls and deal with inquiries as needed
- Work returned mail and bad address accounts as needed.
- Follow up on self-pay accounts. This includes contacting the patient by telephone to inquire about insurance coverage or to establish payment plans.
- Performs other duties as assigned

#### **Requirements:**

- Basic computer knowledge: Working knowledge of Microsoft Outlook and Word
- Must be able to work in a fast paced work environment
- Must be able to meet multiple deadlines consistently, meeting or exceed defined productivity standards.
- The ability to sit and use a keyboard and computer for long periods of time, 10 key & 35 wpm minimum
- Proficient use of Internet Explorer and ability to navigate various websites
- Must display sufficient written and oral communication skills
- Must have the ability to work with minimal supervision

#### **Experience:**

- High school or equivalent
- Customer Service: 2 years
- Medical billing preferred, but not required
- Knowledge of medical terminology and CPT and ICD-10 coding, but not required

We offer competitive wages, excellent benefits and an opportunity to work in a growing office with a wonderful team, for great physicians. We are proud to be the team of physicians for our local area high schools, Olympic athletes, along with professional sports teams, including the Seattle Thunderbirds.