



Position available: Billing Assistant

Location: International Community Health Center - Cleveland /Akron

Schedule: 32 hours per week

Salary: Commensurate with skills and experience

SUMMARY

The billing Assistant works with Assistant Director of Operations and Finance Coordinator to ensure that the processing of billings for patient services are done in a timely manner and the follow-up on denials are researched, corrected and resubmitted, also in timely fashion. The billing clerk is responsible for data entry and editing, posting charges and payments, remittance review and collection of outstanding balances owed. This position also assists with processing work ques in EPIC.

Qualifications

- Associate or bachelor's Degree and 2+ years of experience in health care system/medical office with extensive Medicaid/Medicare/ Private insurance experience.
- Strong computer knowledge including billing software/EHR, data entry skills, strong organizational skills.
- Knowledge of medical terminology, ICD9 & ICD10/CPT procedure codes.
- Ability to perform own administrative tasks.
- Excellent interpersonal skills, ability to work independently
- Associate or bachelor's degree and experience with EPIC-EHR.

DUTIES AND RESPONSIBILITIES

- **Billing:** Daily key punching into computer when needed to assure accuracy of billing for all services rendered in patients account. Ensure that proper codes are used and that the EHR charges entered in patients' accounts are correct for a complete billing claim. File electronic EHR claims on a daily basis as well as any required paper invoicing for services. Research denied claims, correct/edit and resubmit.
- **Collections:** Post/Apply payments from insurance companies and self-pay receipts to proper patient account and service date. Ensure accuracy of payments and review incorrect claims. Daily review of all postings within EHR. Upon direction of Accountant/Billing Manager or Billing Coordinator, call patients for collection efforts.
- **Reporting:** Review monthly reports printed. File reports in a manner for easy access Maintains work area in a neat and orderly fashion.
- **Returned Bills:** Investigate and follow up with bills returned from patients that were generated from either ICHC or Quest.
- **Other Duties:** Maintain patient confidentiality according to ICHC policies and HIPAA. Works independently to achieve the goals of this position. Promotes effective communication within and between departments through teamwork. d) Attend ICHC staff meetings. Contributes to

departmental organizational decision-making through active participation in the process. Works effectively and positively with co-workers, volunteers and other departments. Other duties as assigned.

BENEFITS

ASIA offers competitive benefits package that includes: personal, vacation and holiday paid time off; health insurance; dental/vision coverage, life and long-term insurance; retirement contribution match; professional development opportunities; and other incentives.

CONTACT

Please send cover letter and resume to Mao Vue, Chief Operating Officer (mvue@asiaohio.org). Visit www.asiaohio.org. No phone calls please.

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