EDINGER
MEDICAL GROUP

Medical Biller

Qualifications:
• High School Diploma or equivalent
• 1+ year(s) medical billing experience (preferred)
• eClinicalWorks experience (preferred)

Responsibilities Include (but are not limited to):
• Enter and code patient services into EMR.
• Prepare out of office encounters for hospital charges and newborns.
• Prepare and submit clean claims to various insurance companies either electronically or by paper.
• Review clearing house reports for rejected claims.
• Work insurance Accounts Receivable to reconcile claims and appeal denied claims.
• Perform a variety of complex clerical and accounting functions for patient and insurance billing.
• Provide Customer Support and answer patient billing questions.
• Assist with in-house billing issues and patient problems with ancillary billing.
• Prepare reviews and send patient statements/collection letters.
• Handle patient collections on unpaid accounts.
• Evaluate patients' financial status and establishes budget payment plans.
• Verify patient insurance eligibility/coverage.
• Verify patient coverage for in-house testing/immunizations.
• Support co-workers and other departments, as needed.

Hourly Rate: $22 - $24
Job Type: Full-time
Location: Fountain Valley Office

Benefits:
- Health, Dental, Vision, Life Insurance
- 401k plan with generous match
- End-of-Year Bonus
- Referral Program
- PTO