

**EL CENTRO FAMILY HEALTH
JOB POSTING**

DATE: March 27, 2019
TITLE: Billing Specialist
FTE: Full-time Equivalent
SITE: Española Administration Office
SUPERVISOR: Yolanda Varela, Billing Manager

Purpose:

Under the supervision and direction of the Billing Manager/or Chief Finance Officer, the incumbents are responsible for correctly coding healthcare claims in order to obtain reimbursements from insurance companies, state health care programs and government health care programs such as Medicaid and Medicare. The Billing Specialist must report findings of error and or discrepancies to the Billing Manager and in the absence of the Billing Manager to the Lead Billing Specialist.

Education:

High school diploma or GED.

Experience:

Minimum of one year current billing experience to include use of a Practice Management System.

Must obtain certification as Certified Billing and Coding Specialist (CBCS); Certified Professional Coder (CPC) or Certified Professional Biller (CPB) within the first year of employment.

Preferred:

Certified Billing and Coding Specialist (CBCS); Certified Professional Coder (CPC) or Certified Professional Biller (CPB)

Skills, Knowledge and Abilities (KSA's):

- 1) Computer literacy - Intermediate knowledge/expertise with PC hardware and software (Word and Excel).
- 2) Knowledge of medical terminology.
- 3) Knowledge of basic accounting, mathematical, organization and office skills.
- 4) Knowledge of all medical/or dental insurance payer systems and procedures.
- 5) Knowledge of how to compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- 6) Attention to detail-verification of work process.
- 7) Ability to communicate effectively in the form of phone conversations, email and mailings.
- 8) Proper phone etiquette is necessary since phone conversations with patients and insurance carriers will be frequent.
- 9) Ability to communicate information so others will understand.
- 10) Ability to using computers and computer systems (including hardware and software), enter data, or process information.
- 11) Ability to work closely with healthcare providers and insurance carriers to gather and provide accurate billing information.
- 12) Attention to detail is an important job requirement, as typos and inaccuracies can happen easily when using medical coding as a means of communication.
- 13) Organization is essential since you will be dealing with patient files and documents.
- 14) Ability to work under rigid time schedules and production cycles.
- 15) Ability to take initiative, maintains confidentiality, meet deadlines, and work in a team environment.
- 16) May have to travel.
- 17) Maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.

Interested individuals must submit Cover Letter, Resume and an updated Employment Application to Human Resources via e-mail at: hr@ecfh.org or fax to 505-747-8943, ATTN: Samantha Carlson, HR Generalist Assistant.

EOE/M/F/D/V/Drug-Free Workplace.

DEADLINE: Open until filled.