

EL CENTRO FAMILY HEALTH JOB POSTING

DATE: January 18, 2019
TITLE: Certified Medical and Dental Specialist
FTE: Full-Time - 40 hours per week (M-F)
SITE: Española Administration
SUPERVISOR: Yolanda Varela, Billing Manager

RESPONSIBILITIES:

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 Certified Medical/Dental Specialist must report findings of error and or discrepancies to the Billing Manager and in the absence of the Billing Manager to the Chief Finance Officer.

MINIMUM REQUIREMENTS:

EDUCATION: High school diploma or GED.

EXPERIENCE: Minimum of one year previous certified medical or dental coding and billing experience to include use of a Practice Management System.

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

PREFERRED: Bi-Lingual: English/Spanish.

KNOWLEDGE, SKILLS AND ABILITIES:

- 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.

PHYSICAL DEMANDS

- Balancing, bending, lifting, carrying, climbing and pulling up to 20 lbs.
- Sitting and standing for extended periods of time of longer than four hours or more.
- Working flexible schedule (i.e., flexible, evenings, weekends or as needed.)
- Hands & fingers (feeling & dexterity)
- Hearing
- Vision
- Stooping, crouching, crawling, kneeling
- Talking
- Walking

Exposures:

- Odors, fumes, toxicants, explosive materials and chemicals
- Muscular and muscular strain
- Airborne Pathogens
- Blood borne Pathogens-Category I
- Chemicals
- Vision and hearing strain
- Noise
- Electrical current; machine vibration; moving parts
- Temperature

EOE/MF/D/V/Drug-Free Workplace

Interested individuals must submit an updated ecfh employment application to Human Resources at hr@ecfh.org or mailed to: PO Box 158, Española, NM 87532. Please visit our website at www.ecfh.org.

DEADLINE: Position opened until filled