

# Medical Billing Specialist

ST GABRIEL HEALTH CLINIC

Saint Gabriel, LA 70776

## Job details

### Pay

\$14.00 - \$20.00 per hour

### Job type

Full-time

### Number of openings for this position

1

### Schedule

Monday to Friday

### Benefits

Health insurance

Paid time off

Dental insurance

401(k)

Vision insurance

Life insurance

Flexible spending account

## Job description

The Medical Billing Specialist is responsible for submitting medical claims to insurance companies and payers such as Medicare and Medicaid. This position is critical for the financial cycle of all health care providers, from single provider practices through large medical centers. The ability to manage patient accounts and reimbursement services for all division of the agency that requires 3rd party and other billing related functions (with the exception of grants and contracts).

**Essential Duties:** Create, review and submit claims accurately and efficiently; Enter information necessary for insurance claims; Post insurance and patient payments; Proactively fix claim rejection errors; and resubmit claims.

**Qualifications:** High School Diploma.

**Certification:** Medical Billing related certification required.

**Work Experience:** Minimum of (3) years of direct billing related experience/ or training; or equivalent combination of education experience. Certified as a Biller/Coder required. AHIMA Certified and/or RHIA Certification.'