

Family Health Centers of San Diego - Billing Clerk I

Job ID

7361

of Hours per Week

26

Location

US-CA-San Diego

Pos. Type

Regular Part Time

Overview:

Under the supervision of the A/R Billing Manager and Billing Supervisor, performs all patient related business office duties such as patient account inquiries, verification of medical coverage, patient refunds, cashiering, and collections.

Responsibilities:

- Assists in data entry.
- Bills claim forms for all 3rd party payor sources on a weekly basis.
- Files (encounters, claims, 3rd party payments, etc.). Including the documentation of Inquiries in CMIS.
- Follows up on accounts receivable with the use of accounts receivable aging report.
- Follows up on pending requests and denials in a timely fashion.
- Performs any duties assigned by supervisor.
- Posts payments and denials for all medical programs with accuracy.
- Transfers and adjustments for all patient accounts.
- Verifies information on claims or edits for accuracy and completeness.

Qualifications:

- Graduated from a related technical school preferred, or experience equivalent in the medical field.
- High school diploma or equivalent required.
- Ability to write and read English required
- Bilingual English/Spanish highly desired
- CRT and ten key experience preferred
- Knowledge of basic accounting principles desired.
- Knowledge of medical programs such as CMS, MediCal,
- Medicare, Worker's Compensation, and private
- insurance desired
- Knowledge of medical terminology preferred.
- Numerical ability to compute patient's charges required.
- Verbal ability to communicate and answer questions from (patients and staff).

For more information, or to apply, go here:

<https://jobs-fhcsd.icims.com/jobs/7361/billing-clerk-i/job?mode=job&iis=Indeed&iisn=Indeed.com&mobile=false&width=520&height=500&bga=true&needsRedirect=false&jan1offset=-480&jun1offset=-420>