

Medical Billing Specialist

Family Health Center-Farragut

3-19-13

www.fhcpllc.com

Job Duties: Preparing and processing medical insurance claims. Checking patient demographic and insurance information before submitting claims, reviewing accounts for accuracy and completeness. Verifying ICD-9 and CPT codes. Research, correct and/or resubmit rejected or denied insurance claims. Answer all patient or insurance inquiries. Calling insurance companies regarding any discrepancy in payments if necessary.

Job Requirements: High School Diploma. Understanding of co-pays, coinsurance, and deductibles. Minimum of 1 to 3 years in a medical office setting or medical billing certification.

This is a full time position. Medical, Dental, and Vision offered.

Compensation: Based on Experience.

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