



Medical Insurance Biller Job Description

Department: Insurance
Reports to: Insurance Manager
FLSA Status: Non-Exempt

Essential Duties and Responsibilities

Include the following – other duties may be assigned.

The candidate for this position must have a depth of knowledge in medical and routine billing for various insurance plans. Optical knowledge preferred. Must be computer savvy and proficient in Word and Excel. Some experience/qualifications necessary for this position are listed below:

- Medicare and IDPA
- Managed care and misc plans
- ICD-9 or ICD-10 and CPT knowledge
- Accurate data entry
- Electronic billing
- Multi-line phones
- Collection experience
- Self-starter and able to work unsupervised
- Teamplayer
- Can multi-task and prioritize as needed
- HS Graduate or equivalent

Full-time position with competitive wage and benefits.

Part-time position available for experienced biller.