

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/07/2024



94560
Newark, CA, 94560

Medical Administrator

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$19.00 to \$22.00 hourly
Employment status: Contract / Temporary

Description

Duties:

-Billing reconciliations

-This person will be reviewing invoices and bills and doing a lot of digital mining to find the service provided against invoices

-This is a billing clean up project, they will have to review PO's to ensure the clients were billed correctly and re-invoice the clients in some cases

what they are ideally looking for:

someone with previous medical billing experience as they need to know what to look for in the recon/audit project.

Duration is until June at least, could go contract to full-time for the right person.

Schedule: M-F (100% onsite) Schedule is 10am-5pm or 9:30am-5pm if the person wants 40 hours per week- ideally looking for someone that can work 30-40

Software's used: they will use a variety of billing platforms and just need to be tech savvy

Process: Please package up the candidate's resume and MPC and send it to Juliana, she will present it to the client and confirm the start date. Ideal start date is 4/27

Bill/Pay: Max bill rate of \$45 DOE at a GM of 34% (ideal bill rate is for the client is \$40)

what the company does:

This company does COVID testing for a number of companies in norcal and they collect and track all the results per client

Requirements

Billing, Billing Collection, Billing Functions, Code Invoices, Create Reports

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