

Medical Biller

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: DOE

Employment status: Contract / Temporary

Description

If you are a motivated Medical Billing Specialist with strong technical skills and an attention to detail, Robert Half's healthcare practice group has an opening for you. For any self-starter trying to break into healthcare, this is a perfect opportunity.

Your Responsibilities:

- Manage elements of specific patient accounts, such as billing and reimbursement
- Send notices to insurance companies and patients for request for payment
- Review, evaluate, and process bills or invoices for services rendered.
- Evaluate billing documents and other data for accuracy and completeness, obtaining missing or correct data when necessary .
- Build financial controls and procedures.
- Work closely with other functional teams to ensure data quality and consistency.

If interested in this opportunity, please apply today!

Requirements

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- Solid understanding of EMR (Electronic Medical Records)
- Knowledge of psychiatry
- Bachelor's degree in related field.
- Prefer 3+ years experience in medical billing or within the revenue cycle.
- Strong proficiency with Microsoft Office applications, specifically Word, Outlook and internet applications.
- Ability to enter data into various electronic systems while maintaining the integrity and accuracy of the data.
- Excellent verbal, written, and social skills.
- Excellent data entry skills.
- Strong knowledge of explanation of benefits (EOBs).

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Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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