**INLAND ORTHOPAEDIC SURGERY AND SPORTS MEDICINE CLINIC**

**POSITION AVAILABLE**: Medical Office Billing Assistant

**START DATE:** Available Now

**POSITION TYPE:**1 Full Time

**SCHEDULE:** Monday – Friday, No weekends

**TO APPLY PLEASE SUBMIT:** Cover letter and resume. In your cover letter, please specify why your unique skills and experience make you a good fit for this position.

**Inland Orthopaedic Surgery and Sports Medicine Clinic** is seeking upbeat, reliable individuals to help mind the needs of our patients, our physicians, and the community. We are in search of employees who are detail orientated, flexible, and willing to go the extra mile for our patients. These individuals must be organized, self-motivated, professional problem solvers, and they must have excellent customer service skills. 1-2 years of experience in a medical office is preferred but not required. Competitive pay with generous benefit package offered and you will have the opportunity to work in a fun, professional environment with amazing team members and physicians. Position is available now in our Moscow office. This is a full-time; year round position and applications will continue to be accepted until position has been filled.

**Job responsibilities include, but are not limited to:**

* Prepare accounts for outside collection agencies
* Assist in accounts receivable follow up; includes written and verbal correspondence with patients and insurance companies
* Make adjustments to patient accounts; rebill accounts as needed
* Assist in gathering medical records for insurance audits
* Updating of patient insurance information as needed
* Answer phones in regards to billing inquiries from patients, including taking credit card payments over the phone
* Discuss financial arrangements/create payment plans with patients
* Scanning remote check deposits
* Prepare surgical superbills
* Filing, faxing, copying and a multitude of other office tasks pertinent to specialty medical practice
* Assist various departments with special projects as needed

**Email resume and cover letter to:**

**CWeaver@inlandortho.net**