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, fast-paced, 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 Requirements

· Experience with Microsoft and Windows

· Must be able to complete tasks with minimal supervision

· Must have the ability to multitask

· Experience with Centricity or other practice management software preferred

· Experience with accounts receivable preferred

· Medical office experience preferred

Job responsibilities include, but are not limited to:

· Work past due patient accounts

· Discuss financial arrangements/create payment plans with patients using our online bill pay system

· Prepare accounts for outside collection agencies

· Assist in accounts receivable follow up; includes written and verbal correspondence with patients and insurance companies

· Contact patients for insurance related issues

· Assist in gathering medical records for insurance audits

· Updating of patient demographics, including insurance updates

· Scanning remote check deposits

· Answer phones in regards to billing inquiries from patients

· Prepare surgical operation notes for coder including adding schedules and patient demographics

· Filing, faxing, copying and a multitude of other office tasks pertinent to specialty medical practice

· Assist various departments with special projects as needed