



Position Description
Billing Specialist/Office Assistant

Summary:

The Billing Specialist is responsible for patient billing/coding, third party billing, patient check out, and patient financial review. The position will also assist with office coverage. The position reports to the Office Manager/Executive Assistant.

Essential Duties and Responsibilities include the following:

- Review coding
- Bill and rebill, as necessary
- Collect payment for services
- Check out patients
- Schedule follow up visits
- Review patient financials and financial agreements based on the sliding scale
- Provide PAP for patients
- Provide back up for receptionist
- Provide Financial navigation
- Provide other support services, as assigned

Qualifications:

- A Christian in agreement with the Exalta Health Statement of Faith.
- High School diploma or GED and/or several years of work experience preferably in a clerical or office position
- Certified Coding Specialist (CCS), Certified Professional Coder (CPC), Certified Outpatient Coder (COC) preferred but not required.
- Experience in working with various computer programs; excel, word, access
- Excellent verbal and written communication skills
- Excellent organizational skills and the ability to multi-task
- Ability to show initiative and to work independently
- Bilingual in English & Spanish