



Posting
Billing Specialist/Office Assistant

We are seeking a relational, organized person who would be responsible for patient billing/coding, third party billing, patient check out, and patient financial review. The position will also assist with office coverage. Successful applicants must have basic computer proficiency and excellent communication and interpersonal skills. Applicants should be able to work independently on tasks and projects assigned and enjoy working with diverse stakeholders. The position reports to the Office Manager/Executive Assistant

This is a full-time position, 40 hours per week. Hours are generally 8-5 Monday through Friday and the schedule is determined with the supervisor.

Qualifications for the position include Certified Coding Specialist (CCS), and bi-lingual English/Spanish. Minimum 1 year experience in billing/coding, and experience in a multicultural setting preferred.

Exalta Health is located in the Burton Heights area of Grand Rapids and provides medical and dental services to the underserved. Exalta Health is a Christian non-profit that provides medical and dental services to low income families in Grand Rapids.

Please send cover letter, resume, and three recommendation letters to thoekstra@exaltahealth.org. Deadline for applications is 10/23/2020.