

# Medical Billing Specialist

## Urban Health Plan

Job Location: Bronx, NY

Full Time/Days

### JOB SUMMARY:

Reporting to the Senior Director of Practice Management, the **Medical Billing Specialist** will process claims for their assigned providers and facilities. The Billing Specialist will review medical documentation to properly bill services and treatment provided and submit claims to the payers following ICD-10, CPT coding and insurance guidelines.

The Medical Biller Specialist will join a dedicated team of professionals within our Finance Division. Incumbents must be available to work hybrid, working remotely and onsite based in the Bronx, NY. Schedule: 40 hours per week. Monday-Friday 8:00 a.m. to 5:00 p.m.

*Applicants applying should be aware that candidates being considered for this role will be invited to attend a hiring event on Wednesday, December 14th, yielding a start date on January 9th.*

### RESPONSIBILITIES:

- Review the medical note in eCW to assure that the documentation support the service and treatment provided
- Verifies for accuracy the selected diagnosis and CPT codes following coding guidelines
- Communicates with the provider on a daily basis when information is needed to process the claim
- Submit billing data to the appropriate insurances.
- Correct any denials due to coding errors

### MINIMUM QUALIFICATIONS:

- High School Diploma or GED is required.
- Certified Medical Biller/Coder is required.
- Certified Professional Coder preferred.
- Knowledge of ICD-10, CPT Codes, and Medical Terminology is required.
- Proficiency with Microsoft Word, Excel, and PowerPoint is required.
- Knowledge of Electronic Health Records (eClinicalworks a huge plus!)
- 2 years of direct experience in medical billing is required (may include internship experience).
- Bilingual English/Spanish is a plus.

### FOR MORE INFORMATION/TO APPLY:

[https://jobs.smartsearchonline.com/urbanhealth/jobs/jobdetails.asp?jo\\_num=2193&apply=yes&](https://jobs.smartsearchonline.com/urbanhealth/jobs/jobdetails.asp?jo_num=2193&apply=yes&)