

# Medical Claims Billing Clerk

Atlantic Diagnostic Laboratories

Job Location: Remote

Full Time/Days

## Job Summary:

The Billing Clerk performs data entry, verifies payer information and patient demographics, identifies documentation errors and coordinates corrections to ensure consistent timely and accurate distribution of claims. The ADL Billing Clerk is conscience, professional, diligent, a skilled communicator, and always puts the Client and Patient first recognizing and practicing ADL's mantra, 'there is a person behind every sample.'

**Work from home state location requirements: Pennsylvania, New Jersey**

**95% remote 5% in office at the discretion of management**

## Essential Functions:

- Sole daily responsibility for completion of the assigned Daily Billing File by end of shift, utilizing approved ADL equipment and programs.
- Maintain billing productivity and quality by entering patient demographics, ICD-10 diagnosis code(s), and all other designated required information to ensure the submission of clean claims.
- Identify all documentation errors and coordinate the required correction.
- Work the missing billing report as assigned including calling the client to obtain accurate information.
- Perform additional duties as requested by management.

## Required Education and Experience:

- High School diploma or GED required, Associate Degree or some college level coursework preferred.
- Minimum two years' experience within the last three years in medical data entry, performing eligibility checks and patient registration.
- Able to work independently
- Ability to work and deliver managing multiple priorities.
- Strong communications skills – written, verbal, and listening.
- Accuracy with exceptional diligence.
- Proven proficiency with computers, medical billing software, Excel, and Word.

## For More Information/To Apply:

[https://www.appone.com/maininforeq.asp?Ad=334184&R\\_ID=5545490](https://www.appone.com/maininforeq.asp?Ad=334184&R_ID=5545490)