



## Job description

*Growing Orthopedic Hospital*

*Must pass background check and physical including drug screen*

*Full-Time Medical Biller*

Must have Medical Billing experience.

Schedule is 5-8 hour days

4 Days: 7:30 am - 4 pm

1 Day: 8:30 am - 5 pm

\* Accurate Billing of accounts

\* Collections

\* Postings and follow-up on accounts

\* Files and processes Insurance claims: Primary, secondary and third party

\* Maintains accounts in the computer: Accurate and Timely Transactions