



VALLEY COMMUNITY HEALTHCARE

We are seeking a **Full Time Medical Biller** to join our dedicated team.

Position: Medical Biller
Reports to: Medical Billing Supervisor
Hours: F/T Mon – Fri 40 hours
(Some evenings & weekends may be required)
FLSA Status: Non-exempt

For nearly 50 years, **Valley Community Healthcare** has been one of Los Angeles' leading community-based health centers, providing primary care and promoting community wellness and prevention programs. Located in the San Fernando Valley, Valley Community Healthcare has two sites and 30+ providers. We are an NCQA certified-level 3 Patient Centered Medical Home for over 25,000 unique patients and provided over 100,000 medical visits last year. We are looking to grow and integrate our core programs - primary care, pediatrics, adolescent teen clinic, women's health, dental, optometry, and behavioral health, through a care team approach, quality, and innovative care delivery models.

Applications: Valley Community Healthcare offers competitive salary and benefits packages. Please submit a resume to our Human Resources Department at ipogosyan@vchcare.org for consideration.

Job Summary: The biller is responsible to code and process charges for various insurance companies. Audits patient accounts to ensure procedures and charges are coded accurate and corrects billing errors. Maintain proficiency in Medical Terminology. Support patients in billing questions/problems for various programs.

Job Task and Responsibilities:

- 1) Post charges and payments into Practice Management System
- 2) Day to day medical billing for a variety of Clinic programs/Departments
- 3) Performs ICD-10 and CPT coding for a variety of payers for proper reimbursements
- 4) Modifies all required field in the billing entry as necessary to avoid delay in payment
- 5) Uses accurate payer codes and financial classes
- 6) Maintains accurate reports for charge and payment entry
- 7) Completes all duties within timeframe / deadlines
- 8) Complete PM160's for submission
- 9) Perform other duties as assigned

Knowledge, Skills, Abilities, and Personal Characteristics

- 1) Knowledge of Medical Terminology

Updated 03/27/19



- 2) Customer Service Skills
- 3) Clerical Skills
- 4) Verbal and written communication skills
- 5) Attention to detail
- 6) Ability to operate computer and perform data entry
- 7) Ability to maintain Confidentiality
- 8) Ability to maintain accuracy
- 9) Ability to meet timeline and deadlines
- 10) Basic computer skills
- 11) Must speak Spanish
- 12) Minimum 1 year experience as a medical biller

Education and Qualifications Preferred:

A high school diploma or GED equivalent is required. Minimum of two year experience working in a non-profit or community clinic based environment. Excellent interpersonal and communication skills, ability to deal with difficult or emotional situations with staff and patients, excellent problem solving skills, time management skills, computer skills.

***Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.**

VALLEY COMMUNITY HEALTHCARE IS AN EQUAL OPPORTUNITY EMPLOYER

OUR MISSION: To make an impact on the health and wellbeing of the whole community by providing high quality primary medical care and comprehensive healthcare services to those in need, regardless of their ability to pay.