



CCPI – BILLING DEPARTMENT

Position: Medical Biller

DESCRIPTION: The position is in the billing department of an organization in the medical/pharmaceutical industry

LOCATION: West Los Angeles

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

Workers' Compensation and Private Insurance billing

Verification of Workers' Compensation and Private Insurance information through EDEX, insurance companies, attorneys offices, and doctors offices

Resubmission of unpaid claims

Diagnosis coding (ICD-9)

QUALIFICATIONS:

Must have experience coding (ICD-9) and using HCPCS codes

Knowledge of Workers' Compensation and Private Insurance billing preferred but not necessary

Knowledge of electronic billing as well as 1500 (form) billing preferred but not necessary

Knowledge of Medical terminology is a plus

Advanced knowledge of MS Office Suite, especially Excel and Word

Good communication skills and phone etiquette

EDUCATION AND EXPERIENCE:

Must have at least two years of recent medical billing experience

Advanced knowledge of medical coding (ICD-9); certification a plus

High school graduate or equivalent (such as GED)

ADDITIONAL:

Company is in a central location

Pleasant professional work environment

Respected and well established high growth company

COMPENSATION:

Commensurate with experience

Note: All offers of employment are contingent upon verification of education and prior employment