

## **Billing Clerk**

Rapides Primary Health Care Center is looking for a Billing Clerk too properly submit claims to insurance companies and invoices to patients. The individual will bill for medical, dental, and behavioral health services.

### **Responsibilities**

- Process and submit clean claims to insurance companies and invoices to patients.
- Post payments to patient accounts.
- Reconcile denials with the insurance companies or providers, to ensure claims are not subjected to timely filing
- Call patients to update records such as billing addresses and methods of payment.
- Explain charges to patients.
- Assist the front desk with scheduling, accepting co-payments, and verifying insurance.
- Additional duties as assigned.

### **Requirements**

- Billing Certificate preferred, but not required.
- At least one year of billing experience.
- Familiarity with verifying insurance.
- Computer literate
- Excellent customer service and communication skills with patients and staff.
- Time Management Skills