

# EXPERIENCED MEDICAL CODER & BILLER

CalJOBS Job Order #16982776

<b>Opened Date:</b>	1/31/2020	<b>Resume Due Date:</b>	3/31/2020
<b>Location:</b>	Encino, CA	<b>Employment Status:</b>	Part-Time/Full-Time
<b>Salary Rate:</b>	Based on Experience	<b>Name of Company:</b>	Family Urgent Care & Industrial Medical Clinic

## EXPERIENCED MEDICAL CODER & BILLER ENCINO, CA

Busy medical practice seeking experienced and motivated biller. Responsible for submitting timely, accurate coding and billing, ensuring proper payment controls based on contracted rates, expert knowledge in worker's comp, personal injury, specialty and surgery procedures. Salary commensurate with experience.

### QUALIFICATIONS:

- Workers Compensation / Personal Injury
- 3-5 years of prior experience required
- Bilingual is a plus
- Professional
- Ability to work independently
- Reliable and Punctual
- Ability to participate as a team member
- Excellent Communication Skills (Written and Verbal)
- Excellent Customer Service Skills
- Proficient in Word, Excel and Powerpoint
- ICD-10 and CPT codes
- Experience with Office Ally a plus

### The ideal candidate will have:

- Professional demeanor
- Organization skills
- Detail oriented
- Skilled at time management
- Strong verbal and written communication ability
- Positive attitude
- Punctual
- Strong capacity for self-motivation

**Interested applicant please email your resume to**  
**[FAMILYURGENTCARE93534@HOTMAIL.COM](mailto:FAMILYURGENTCARE93534@HOTMAIL.COM)**

**Subject: Coder/Biller**

**(PLEASE ENSURE RESUME MATCHES JOB DESCRIPTION BEFORE SENDING)**

**FOR MORE INFORMATION CONTACT:**

**(661) 726.4165**