



Biller – Payment & Collections Processing

SUMMARY

Has primary responsibility for posting all insurance and patient payments into the NextGen EPM system ensuring charge components are reallocated to the appropriate payer(s) during the posting process and that patient liabilities and /or discounts are applied, managed and accounted for within EPM system. Reconciles EPM postings to Cash Receipts Journal or Electronic remittance advice, performs denial management functions, works A/R aging to prevent delinquent accounts, establishes patient budget plans and performs collection activities. Prepares training materials. Provides daily, weekly and/or monthly reports of activities. Other periodic duties may include eligibility verification and charge processing activities.

EDUCATION AND/OR EXPERIENCE

- Two year certificate from college or technical school; or two years or more in a similar job capacity or equivalent combination of education and experience.
- Familiarity with the local healthcare industry trends and environment.
- Familiarity with FQHC and FFS billing rules.
- Experience with electronic medical billing systems including workflows and understanding of basic library set up.
- Ten key by touch.

CERTIFICATES, LICENSES, REGISTRATIONS

- AAPC Certification.

BENEFITS

- Health Benefits (Medical, Dental Drug, Vision) – Employee coverage paid by WHC
- Discounted Medical and Dental services provided by WHC
- Paid Holidays – 10 Full days and 2 Half Days
- Paid Time Off (PTO) 1 to 3 years – Max. Accrual = 120 hours
- 3 to 8 years – Max. Accrual = 160 hours
- 8 + years – Max. Accrual = 200 hours
- Paid Wellness Hours
- Wellness Bucks - \$200 annually
- Group Term Life Insurance
- Supplemental Group-term Life Insurance & AD&D Insurance
- Employee Retirement Savings Plan 403(b) – Employer match 50% of employee contribution up to a maximum of 3% of employee wages
- Flexible Spending Program
- Employee Assistance Program (EAP)
- Longevity Benefit – After 10 or more years of service
- Tuition Assistance Program
- Free Parking
- and more.....