



Position Description

Billing/Coding Specialist

Summary:

The Billing Specialist is responsible for patient billing/coding, third party billing. The position reports to the Office Manager/Executive Assistant.

Essential Duties and Responsibilities include the following:

- Review coding
- Bill and rebill, as necessary
- Review patient financials and financial agreements based on the sliding scale
- Provide other support services, as assigned

Qualifications:

- A Christian in agreement with the Exalta Health Statement of Faith.
- High School diploma or GED and/or several years of work experience preferably in a clerical or office position
- Preferred but not required: Certified Coding Specialist (CCS), Certified Professional Coder (CPC), Certified Outpatient Coder (COC)
- Experience in working with various computer programs; excel, word, access
- Excellent verbal and written communication skills
- Excellent organizational skills and the ability to multi-task
- Ability to show initiative and to work independently
- Bilingual in English & Spanish