



<https://www.halostaffing.com/position/medical-biller-and-collector-7-2-2/>

## Medical Biller and Collector

### Description

**Medical Biller and Collector needed for busy surgery group**

### Responsibilities

- Preparing, reviewing, and transmitting claims using billing software, including electronic and paper claim processing.
- Following up on unpaid claims within standard billing cycle timeframe.
- Checking each payment for accuracy and compliance with contract discount.
- Calling insurance companies regarding any discrepancy in payments if necessary
- Reviewing accounts for insurance of patient follow-up.
- Researching and appealing denied bills.
- Answering all patient or insurance telephone inquiries pertaining to assigned accounts.
- Setting up patient payment plans and work collection accounts.
- Updating cash spreadsheets and running collection reports.

Will also provide excellent customer service when interacting with patients regarding their bills and insurance coverage. We need a team-player that enjoys being a medical professional.

### Qualifications

- Minimum of 2 years recent medical billing and collection experience
- Completion of a Medical Billing and Course
- Knowledge of full cycle medical billing

### Job Benefits

Health insurance  
Dental insurance  
Vision insurance  
Retirement plan

### Hiring organization

HALO Staffing Group

### Employment Type

Full-time, Temporary to Permanent

### Beginning of employment

5/18/2020

### Duration of employment

Long Term

### Industry

Healthcare/ Medical Office

### Job Location

San Antonio, Texas

### Working Hours

Full Time: Monday – Friday

### Base Salary

\$ 15 - \$ 18

### Date posted

May 12, 2020

### Valid through

17.07.2020