

## LOWER UMPQUA HOSPITAL JOB POSTING

<b>Position</b>	<b>Insurance Biller</b>
<b>Department</b>	Business Office
<b>Status</b>	Full-time
<b>Post Date</b>	August 8, 2016
<b>Date Available</b>	August 16, 2016
<b>Close Date</b>	

**Minimum Requirements:**

Three years insurance billing experience and follow-up, preferably in a Critical Access Hospital  
 Ability to operate a computer terminal and type 45 wpm  
 Excellent verbal communication skills to work with patients, coworkers and payers  
 Experience using medical terminology, ICD-10, and CPT codes required  
 Ability to use multiple computer software programs daily  
 Ability to work independently with limited supervision  
 Accuracy, attention to detail and organizational skills are essential  
 Prepares and bills all commercial insurance and Medicaid claims electronic and hard copy  
 Follow up and collections of Medicaid and commercial insurance A/R  
 Processes credit balance accounts for resolution  
 Other duties as assigned by supervisor

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