

LOWER UMPQUA HOSPITAL JOB POSTING

Position	Insurance Biller
Department	Business Office
Status	Full-time
Post Date	March 28, 2017
Date Available	
Close Date	

Minimum Requirements:

- Two years related medical insurance billing experience. One-year hospital business office experience is preferred.
- Computer experience is essential, including, but not limited to: practice management software, word processing and spreadsheet applications.
- Experience in CPT and ICD-10 coding; familiarity with medical terminology.
- Excellent customer service skills.
- Strong written and verbal communication skills.
- Ability to manage relationships with various Insurance payers.
- Experience in filing claim appeals with insurance companies to ensure maximum entitled reimbursement.
- Responsible use of confidential information.
- Perform to company standards of compliance with policies and procedures.
- Ability to multi-task and work courteously and respectfully with fellow employees, clients and patients.
- Must have demonstrated ability to operate a computer terminal and type 40 wpm.
- Proficient with 10-key calculator.
- Have ability to work independently with limited supervision.
- Attention to detail and organizational skills are required.

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