

Medical and Dental Coding and Billing Specialist

Family Health Care, a Federally Qualified Health Center Look-Alike, is seeking a full-time **Billing and Coding Specialist familiar with medical and dental billing**. This specialist will work both autonomously and in collaboration with the billing team at Family Health Care.

Job Responsibilities may include some or all of following:

- Properly coding services, procedures, diagnoses, and treatments
- Verify insurance coverage and updating medical records accordingly,
- Experience processing dental billing prior authorizations
- Review medical coding in progress notes and communicate with providers about errors,
- Process and submit electronic insurance claims,
- Analyze denials and report on all denial trends to team and to Administration,
- Work closely with third party provider representatives to solve denial issues,
- Comply with coding and regulatory requirements of Medicare and Medicaid,
- Generate patient statements and compile reports as needed,
- Communicate with patients on large balances,
- Support billing team leader and assist with additional assignments as required.

Qualifications/Skills required:

- At least TWO years of experience medical and dental billing and coding.
- Excellent computer skills and strong knowledge of EMR and Electronic Billing Systems.
- Extensive knowledge of ICD-10 and CPT Codes, billing procedures and regulations, and medical terminology. Certification preferred.
- Proven ability to analyze patient accounts.
- FQHC billing experience preferred!

Our employees are passionate about patient care and treat each person with dignity and compassion. We are looking for someone who will jump in to get things done and takes pride in quality work and care. If you are interested in a compassionate work environment, please consider joining us at FHC.