

Job Listing- 694127

Location: Boise

Pay-\$13-\$15 DOE

Hours- M-F / 40 hours a week.

Apply-Send resume to Ofelia.morales@labor.idaho.gov

Receptionist/Medical Billing Specialist

Our specialist clinic is seeking an experienced receptionist/medical billing specialist for a four day a week position. The position requires someone with excellent customer service and communication skills capable of creating a warm, friendly and professional atmosphere. Applicants should have the ability to work in a fast paced environment and be organized, reliable and hardworking.

Primary responsibilities to include but not limited to: provide support with the daily activities of the clinic to include making appointments, receiving and checking patients out, entering account and insurance information, insurance verification, charge entry, insurance claim submission, payment posting, posting ERA's, collecting payments, balancing and reconciling day end reports, general office duties and other tasks as assigned. A successful billing specialist works to facilitate resolution of claims through attention to detail, problem solving and a dedication to provide efficient services for our patients. A successful receptionist creates a warm, inviting environment to facilitate exceptional care and ensure patient satisfaction.

General qualifications:

- **At least 2 years of Medical Billing Experience**
- Strong customer service and customer experience skills and interpersonal communication skills
- Strong call experience and phone skills
- Strong understanding of billing workflow

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