

## Job Posting

**DATE:** 05/16/2018  
**POSITION:** CERTIFIED OR EXPERIENCED MEDICAL BILLING AND CODING SPECIALIST  
**STATUS:** FULL-TIME, appx 40 hours per week, dayshift, generally working from our office in Saint Louis, MO, flexible hours between appx 7am-6pm  
**LOCATION:** Saint Louis, MO  
**REPORTS TO:** Billing Supervisor

**SUMMARY:** Fast paced billing office for radiology has an opening for someone experienced with medical coding, insurance payments and denials.

### QUALIFICATIONS:

- Candidates must have at least 3 years of experience with medical billing, coding and insurance billing, preferably in Radiology. Certified coders will be given priority.  
**\*\*Candidates without Medical Billing or Coding experience WILL NOT be considered.\*\***
- Experienced with billing Medicare part A, Medicare part B, Medicaid and Blue Cross programs.
- Experienced or certified claim coding, preferably radiology claims, including CPT, ICD-10 and modifiers.
- Must have excellent keyboard and computer skills.
- Must be able to learn new software and systems.
- Able to identify, assess, research and resolve complex issues.
- Able to self-prioritize, work independently and multi-task.
- Strong interpersonal and customer service skills required, with ability to maintain professional practice, client and patient interactions.
- Professional and dependable.

### DUTIES:

- Sort mail, make deposits, post payments, and code claims.
- Work insurance denials utilizing various websites and follow-up with insurance companies to fix claims and ensure payments.
- Follow up on client and patient statements
- Provide assistance to Supervisor on unpaid claims
- Appeal claims when necessary
- Process third party claims and patient statement

### BENEFITS

- Health & Dental Insurance (after 60 days employment with modest employee withholding)
- Paid Life Insurance (after 90 days of employment)
- 401k with 100% match of first 7% of your salary (Semi-annual enrollment after 1 year of employment)

### TO APPLY:

- Complete an on-line application form which is available on our website at [www.biotechxray.com/careers.html](http://www.biotechxray.com/careers.html).
- E-mail application, resume, and cover letter to [hr@biotechxray.com](mailto:hr@biotechxray.com) or fax to (314) 827-0037
- If questions, contact Human Resource Manager, (877) 909-9729 extension 208