

Medical Billing Technician

Access Genetics, a CAP-accredited and CLIA-certified national molecular genetic laboratory, is seeking a qualified candidate to perform medical record entry, maintenance, and billing assistance.

Duties:

Interact daily with internal and external business associates: patients, physician staff, lab personnel and accounting staff. Obtain, verify and perform data entry of patient demographic data into Laboratory Information System. Perform payment posting and account reconciliation of patient accounts with government and national commercial payers.

Qualifications:

Preferred candidates will have the following qualifications:

- Two years of clerical experience in a healthcare setting including medical claims experience, patient billing claims process and collection processes.
- AA year degree in Accounting, Business, Healthcare Administration or related field **OR** equivalent post-HS education with computer knowledge.
- Effective and articulate communicator with the ability to work well with others and provide excellent customer service to internal and external stakeholders.
- Knowledge of Microsoft office suite and other business standard software. Ability to utilize office equipment: Copier / Facsimile / Scanner.
- Must be able to work independently, possess critical thinking skills and be able to manage multiple tasks simultaneously to meet time-sensitive deadlines.

Access Genetics offers a competitive salary and benefits package. A background check is required as a condition of employment. To be considered for this opportunity, please respond with resume including salary history and salary range expectations to: careers@access-genetics.com

Principals only; no agencies will be considered.