



Billing Coordinator and Receptionist

Job Summary

We are looking for a Billing Coordinator/Receptionist who is dependable, energetic, and efficient to join our team.

[Potomac River Clinic](#) is a non-profit agency providing an array of services for children with hearing loss and their families. Our Mission is to equip children with hearing loss and their families with a foundation for lifelong learning through listening and spoken language and to build productive partnerships in research, professional training, and collaborative outreach programs to promote best practices in language learning for children with hearing loss.

This position is full-time; Monday through Friday, 40 hours per week.

Responsibilities and Duties

- Responsible for all aspects of medical billing and coding such as posting charges, review, process, edit and approve claims for filing, appeals and denials, accounts receivable, insurance verification
- Performs various collection actions and all other billing functions
- Experience with Medicaid, commercial insurance companies, and managed care
- Prepare deposits
- Process credit card payments
- Answer phones
- Manage patient intake process
- Submit payroll information for therapists

Qualifications and Skills

- Must have at least 2 years of medical billing experience; experience with specialty and out of network authorizations preferred
- Experience required in insurance verification, credentialing, pre-authorizations, patient data entry, electronic billing, insurance, patient collections, and Medicaid criteria and the prior authorization process
- Ability to work independently on different projects simultaneously, reprioritizing as needed
- Ability to effectively use computer software and technology to include Quick Books and Excel
- Ability to understand, become knowledgeable of policies, procedures and regulations and complete work in compliance of these and other standards
- Must be detail oriented and must be able to multitask and manage office activities
- Effective verbal and written communication skills
- COVID19 Vaccine(s), booster and flu shot required

Benefits

Potomac River Clinic offers a competitive salary and generous benefits package including: health and dental insurance as well as long-term and short-term disability and life insurance coverage, employer matched Retirement plan. Annual leave, sick leave, personal leave, and holidays.

Applicants should send a cover letter and resume to [Meredith Ouellette](mailto:Meredith.Ouellette@potomacriverclinic.org) at mouellette@potomacriverclinic.org