

Medical Biller/Clerk – Part Time (Temp)

Job Description

The company is a diverse, privately held practice with offices around metro Detroit. Since establishment in 1976, HNA has been providing specialized medical management of acute and chronic kidney disease, hypertension, dialysis, and post renal transplantation to patients throughout the Detroit metropolitan area. While most services are offered in dialysis units and hospitals, HNA provides office consultation and follow-up services to patients with less critical conditions requiring a nephrology specialist. These services are provided out of our various offices in the surrounding area, including Clinton Township, downtown Detroit, Dearborn, Warren, Novi, and Garden City.

Clerical Responsibilities:

- Utilize electronic medical record keeping system to complete daily tasks.
- Data entry
- Review patient records to properly input various pieces of relevant data through data entry or scanning.
- Provide phone support
- Adhere to company policies and procedures and regulatory requirements under OSHA, MIOSHA, CLIA, and HIPAA. Respond to administrative directives and guidance.
- Participate in, and promote teamwork with peers.

Billing Responsibilities:

Employee with assist the billing department with various tasks including charge entry, payment posting, and insurance verifications.

Knowledge, Skills and Abilities Required:

- Minimum Education - High School Diploma/GED
- Certifications related to Revenue Cycle Management (non-specific) - **REQUIRED**
- Minimum Work Experience – 3+ years in an administrative setting, or 1-2 years in a medical office
- Communication and Language skills – Good written and verbal communication. Strong customer service skills. React calmly and effectively in stressful situations.
- Clerical and computer skills - Typing 50 wpm; average (or above) experience in a Microsoft Windows environment; advanced experience with Internet and websites
- Physical requirements – ability to sit, stand, or walk for prolonged periods of time; non-smoker
- Ability to successfully pass a criminal background check and drug test
- Ability to be self-directed, coupled with exemplary time management skills and the ability to simultaneously manage multiple tasks.
- Understanding of the entire revenue cycle process.
- Goal oriented, attention to detail, and excellent decision-making skills
- Knowledge of ICD-9/ICD-10 and CPT Codes

Job Types: Part-time, Temporary

Submit resume and cover letter to humanresources@hnpc.com

