

## **Job Announcement: Medical Biller**

**Position Summary:** The Medical Biller will be goal-oriented, revenue-driven, highly accurate and motivated. The Medical Biller will review patient accounts in SAGE to ensure all state and county requirements are met for compliance. The Medical Biller will enter treatments timely and accurately, follow up on denied claims, and assist other billing staff when necessary.

### **Essential Job Functions:**

The Medical Biller will be responsible for the following daily activities:

- Submit treatments with the goal of zero denials.
- Review patient accounts in SAGE to ensure all compliance requirements are met.
- Correct or request missing or inaccurate client information.
- Ensure staff documentation on patient profiles is timely and accurate.
- Ensure draft notes are finalized within 48 hours of services being provided.
- Electronic documentation of missing or inaccurate client information.

Weekly activities will include:

- Communicate with Director of Finance, Billing Manager, Program Manager and staff concerning corrections needed for billing.
- Provide billing reports to the Finance Department when requested.
- Other tasks as requested by the Director of Finance or the Billing Manager.

### **Qualifications:**

- Must be able to obtain and maintain Live Scan clearance, pre-employment physical, TB test and drug test.
- Excellent writing and computer skills.
- Must have the ability to work independently, demonstrate flexibility, and pay close attention to detail.
- Knowledge of Med-Cal rules and guidelines for billing.

### **Education/Experience:**

- Education level: Successful completion of program in medical billing; current Certified Medical Reimbursement Specialist (CMRS) certification; or Associates Degree in Business Administration, Accounting or Health Care Administration - preferred
- Experience: 1-year experience as a Medical Biller or similar role - preferred
- Specific skills: Excel, Google spreadsheets - preferred
- Los Angeles County Department of Public Health Substance Abuse Prevention and Control (SAPC) SAGE data system - preferred
- Shifts: Monday – Friday, 8:30AM – 5:00PM, or similar hours.

### **Physical Demands:**

- Occasional lifting up to 15-20 lbs.;
- Sitting, standing, walking, reaching are performed in the normal course of the position;

### **Working Conditions:**

- Work is primarily performed in an office; of an outpatient facility.
- The ability to work in a busy environment.

**To apply, please email your resume to [jmorales@lacada.com](mailto:jmorales@lacada.com)**