



Position: Patient Account Biller
Program: Health & Mental Health Services
Reports to: Billing Manager
Salary: \$16.00/hr
Status: 100% Full-Time; Non-Exempt; Union
Probation: 90 days
Benefits: Medical, Dental, Vision, Life Insurance, Long Term Disability, Employee Assistance Program, and a 403B retirement plan.

JOB SUMMARY:

Under the direction of the Operations Manager the Patient Account Biller will be responsible for providing administrative and clerical support to the Lead Biller. These responsibilities include charge entry, payment entry, account reconciliation and claims adjudication in accordance with all accepted billing practices.

ESSENTIAL FUNCTIONS:

- 1) Assist the Lead Biller with charge entry, addressing and follow up of EOB'S/RADS coding, and cash reconciliation;
- 2) Assist the Lead Biller with payment entry including processing refunds on paper and/or electronically;
- 3) Assist the Lead Biller in generating, reviewing and transmitting patient's statements on paper and/or electronically;
- 4) Monitor patient accounts for appropriate insurance assignments;
- 5) Manage claims for our specialty referral program, this includes logging claims, adjudicating claims in accordance with the current Medicare fee schedule, making the appropriate documentation in Allscripts PM and creating consultant remittance letters for all claims;
- 6) Collaborate with the Patient Referral Liaison in processing specialty referral claims;
- 7) Serve as a liaison between our specialty providers and Accounts Payable all payment issues;
- 8) Maintain Medicare Fee Schedule for prior and current year for Specialty Referral program;
- 9) Respond to client questions and complaints regarding billing issues and document the outcome in Allscripts PM;
- 10) Attend Los Angeles LGBT Center and HMHS meetings as required;
- 11) Serve as a clinical resource and professional role model;
- 12) Other duties as assigned.

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Experience working with the LGBT community and familiarity with issues of particular relevance to LGBT people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBT people;
- 3) Working knowledge of current CPT and ICD9 codes;
- 4) Certificate of completion from an accredited medical billing program;
- 5) Medicare, Private Insurance and other Government Funding programs billing experience. FQHC experience a plus.
- 6) Knowledge of medical terminology;
- 7) Bilingual (English/Spanish) preferred is a plus;
- 8) Excellent verbal and written communication skills, including strong organizational skills and attention to detail;
- 9) Computer skills including a working knowledge with Allscripts PM;
- 10) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment;
- 11) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in a multicultural environment.

E-mail resume and cover letter as a word attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org
Or submit application/resume to: Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.