Neighborhood Health – Billing Clerk
Full-time, 40 Hours

As a patient-centered medical community, Neighborhood Health is committed to building healthier communities by delivering quality, comprehensive care. We offer medical, dental, vision, and behavioral health services, along with the women's, infants, and children's (Indiana WIC) program, all in one convenient, centralized location.

Neighborhood Health is seeking a Billing Clerk to maximize the collection of monies owed to NH by Medical, Dental and Optometry self-pay patients and third party payers. As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas.

What you will do:

- Maintain AR balances at levels set annually or below.
- Assist with analyzing patient accounts to ensure accuracy, timely payment, timely referral to collections when necessary and resolution of credit balances.
- Works with front line employees to decrease denial of claims due to entry errors, system errors, missing information, etc.
- Maintains required records, reports, accounts receivable files.
- Accepts and applies walk in payments.
- Conducts insurance verification.

Requirements:
- Minimum of one year in general medical / dental billing.

Education Requirements:
- High School Diploma or GED

This position is full-time with benefits. We offer competitive pay, health and dental insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? Send a resume along with cover letter to NHC Human Resources Department at: PO Box 11949, Fort Wayne, IN 46862, or by email to: hrdept@nhci.org. You may also fax your information to 260-969-2911.

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).