Neighborhood Health – Patient Account Coding Specialist (I or II)
Non-Exempt, 40 hours

At Neighborhood Health, we're passionate about our mission to provide a kind and caring premiere workforce. Our team-based approach to comprehensive patient care creates a challenging and rewarding work environment where you have a direct role in helping members of our community receive quality medical services they can afford. And that's something you can feel good about.

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. Neighborhood Health is looking to add a Patient Account Coding Specialist (I or II) to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

As a Patient Account Coding Specialist (I or II), you will:

CODING LEVEL I	CODING LEVEL II All items from Level I plus:
- Examine documents for missing information; corrects information as needed. - Maintain practice management system by entering accurate data, verifying and updating insurance and claims information. - Prepare, review, submit, investigate rejected claims and follow up with clean claims to various companies / individuals. - Perform data entry of invoices and Medicaid waiver charges.	- Extract relevant information from patient records and act as liaison with providers and other parties to clarify information. - Assigns CPT, HCPCS, ICD10CM AND DRG codes. - Perform patient chart audits to provide coding feedback and education to clinical team as needed. - Answer questions, advises, and trains providers and staff on medical coding.

CODING LEVEL I	CODING LEVEL II
- High School diploma or GED. - Specialized training in medical and/or dental coding/billing preferred. - One year of medical/dental coding preferred. - Experience with collections is preferred.	- High School diploma or GED. - Must complete a professional coding certification program. - Two years of medical/dental coding required. - Experience with collections and medical office software required.

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

Interested? Please fill out an application on the Career Page and/or send a resume along with cover letter to NHC Human Resources Department by email to: hrdept@nhci.org

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).