Neighborhood Health – Patient Account Specialist
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. Due to expansion, Neighborhood Health is looking to add a Patient Account Specialist 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 Specialist, you will:

- Assists with analyzing patient accounts to ensure accuracy, timely payment, timely referral to the collection process as necessary, and resolution of credit balances.
- Posts self-pay checks received in the mail daily.
- Maintains required records, reports, accounts receivable files.
- Applies unposted patient payments.
- Conducts insurance verification.
- Attends and participates in meetings and in-services as required. Participates in professional development activities. Serves on committees as requested.
- Performs duties following NHC Standards of Conduct and Mission Statement.
- Performs related work as required and other duties (similar physical requirements and OSHA risk level) as assigned.

Requirements:

- Minimum of one year in general medical / dental billing. Experience with collections and medical office software is required.

Education Requirements:

- High School Diploma or GED. Specialized training in medical and/or dental coding/billing. Associate's degree in a related field. Bilingual is a plus.

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).