



**NHCI Job Posting  
February 8, 2018**

**Billing/AR Clerk  
32 Hours**

Neighborhood Health Clinics, Inc. is accepting applications for a Billing/Accounts Receivable Clerk to work closely to maximize the collection of monies owed to NHCI by self-pay patients and third party payers. This position reports to the Billing Coordinator.

Specific duties include:

- Ensure timely filing of third party insurance claims, timely follow up on denied claims, and timely posting of third party payments.
- Scans Explanation of Benefits (EOB) daily.
- Remains knowledgeable of insurance billing/coding requirements to ensure revenue maximization.
- Maintain AR balances at levels set annually or below.
- Assists with analyzing patient accounts to ensure accuracy, timely payment, timely referral to the collection process as necessary, and resolution of credit balances.
- Ensures statements are sent at least monthly to patients.
- Handles phone inquiries from patients regarding statements and billing.
- Works with Team Leads to decrease denial of claims due to entry errors, system errors, missing information, etc.
- Enters bankruptcy information.
- Posts self-pay checks received in the mail daily.
- Maintains required records, reports, accounts receivable files.
- Calculates patient's discounts by calculating household income.
- Conducts insurance verification.

Full time position with benefits. High School diploma or GED required. Specialized training in medical and/or dental coding/billing. Associates degree in a related field preferred. Minimum of one year general medical/dental billing. Experience with medical office software program preferred. Interested candidates should send a resume along with a cover letter to NHCI Human Resources Department at: PO Box 11949, Fort Wayne, IN 46862 or by email at [HRDEPT@NHCI.ORG](mailto:HRDEPT@NHCI.ORG) or fax (260)969-2911. Neighborhood Health Clinics is an Equal Opportunity Employer.