

Medical Billing and Coding Associate

Natural Care Center

Position Available: Immediately

Re-posting Date: 05/21/13

End Date: Open until filled

Maryland University of Integrative Health (formerly Tai Sophia Institute) is the leading academic institution for integrative health in the nation. For nearly 40 years, MUIH has educated and informed leaders in health and wellness through transformative and relationship-centered programs that draw from contemporary science and traditional wisdom. MUIH offers graduate degrees and certificates in a wide range of wellness fields, as well as programs for professional and personal development. MUIH's on-site Natural Care Center offers compassionate and affordable healthcare from student interns and professional practitioners.

Maryland University of Integrative Health is conducting a search for a dedicated individual to serve as the Medical Billing and Coding Associate for the Natural Care Center. This important person provides medical insurance coding and procedural assistance to practitioners, clients, and student interns and prepares billing reports to management for monitoring the financial performance of the Natural Care Center. While splitting work time between maintaining the billing system for the Natural Care Center and front desk operations, this position assists with providing a warm welcome to clinic visitors and maintaining the smooth flow of clinic visits for clients and practitioners.

Responsibilities/Duties

Responsibilities/duties include, but are not limited to:

- Providing assistance to clients of the NCC, including scheduling appointments, registering clients upon arrival, obtaining insurance reimbursement for treatment services, and responding to requests for information
- Assigning diagnostic codes provided by practitioners/student interns to client files/statements, as needed, and maintaining proper client insurance records, as necessary
- Preparing and submitting bills for Medicare and Workers Compensation claims, as needed
- Updating the Natural Care Center's insurance coding and billing practices to comply with industry standards as needed
- Collecting and processing payments to the clinic from clients and residents
- Producing relevant reports as needed
- Assuring client accounts system operates effectively
- Preparing semi-monthly practitioner payroll and submitting to controller
- Assisting Operations Manager for Student Teaching Clinic with fiscal year budget development/tracking
- Maintaining and enhancing computerized support of the Natural Care Center, including client database, billing, insurance, and electronic appointment scheduling system
- Providing help desk services to staff and student interns and general front desk client service operations
- Maintaining smooth flow of clinic visits for clients and practitioners

JOB LISTING

Medical Billing and Coding Associate Natural Care Center (2 of 2)

Responsibilities/duties:

- Ensuring proper room maintenance
- Performing other duties as assigned

Qualifications

Required:

- Associate's Degree
- 2+ years of experience as a billing/insurance specialist in a medical office (documented completion of a formal training program in medical insurance billing and coding may be substituted for some experience)
- 2+ years of customer service experience
- Familiarity with medical insurance coding practices and basic medical terminology
- Proficiency with medical billing software
- Knowledge of HIPAA regulations
- Strong organizational skills and ability to multi-task and meet deadlines
- Excellent knowledge of Microsoft Office
- Proficiency with basic office equipment
- High level of integrity and professional skills
- Ability to maintain confidential information
- Strong desire to be a team player
- Excellent customer service and communication skills (both written and oral)
- Experience working with Medical Mastermind and/or Appointment Plus preferred
- A stable job history

Preferred:

- Bachelor's Degree
- Familiarity with the wellness philosophy of Maryland University of Integrative Health

To apply

Interested individuals should forward their letter of interest (including desired salary) and resume to our Office of Human Enrichment at jobs@muih.edu, referencing "Medical Billing - 1322" in the subject line of the email.

Applicants are considered on the basis of individual merit without regard to race, color, national or ethnic origin, gender, gender identity, sexual orientation, marital status, pregnancy, age, religion, disability, genetic information, or any other characteristic protected by law. Maryland University of Integrative Health is committed to being, communicating, and educating in ways that recognize and honor the full range of human diversity. EOE.