

Charge Entry Specialist

North Texas Area Community Health Centers, Inc.

Job Summary

Responsible for timely and accurate entry of all charges for services provided at all locations.

Position Goal

Full-time, driven, highly accurate, analytical charge entry clerk who will establish and maintain strong working relationships with providers, patients, and fellow staff.

Schedule/Compensation

Excellent and competitive benefits package offered which includes medical, dental, vision, disability and life insurance. Company matching retirement plan and generous paid time off to include vacation and sick leave accruals starting from the date of hire.

Responsibilities

- Receive and review charge entry data from all practice locations
- Accurately and efficiently enter charges and adjustments
- Apply patient payments in Practice Management system
- Inform supervisor of consistent issues when identified
- Keep current on informational changes in billing procedures
- Performs other duties as assigned
- Must follow HIPAA guidelines at all times

Minimum Qualifications

- High School Diploma or GED
- Must be able to work in a high volume environment
- Ability to operate 10-key numerical pad by touch
- Typing skills 30-45wpm

Skills and Abilities

- Knowledge of CPT, ICD-10 codes, and medical terminology preferred.
- Familiarity with insurance and reimbursement processes preferred.
- Good telephone etiquette and organizational skills.
- Able to handle diversified duties.
- Must be computer literate and have the aptitude to learn new programs as changes occur.

Typical Physical Demands

The physical demands described herein are representative of those that must be met by a staff member to successfully perform the essential functions associated with this position. Because we are committed to inclusion of those with disabilities, reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions associated with their position.

- Carrying: Transporting an object, usually by hand, arm or shoulder.
- Lifting: Raising or lowering an object 25-50 pounds.
- Repetitive Motions: Making frequent movements with a part of the body

