

Parker University is looking to hire a **Billing Specialist** to verify medical billing and coding in our Dallas Chiropractic Clinic.

**JOB SPECIFICATIONS:**

**EDUCATION/EXPERTISE:**

* High school diploma or GED
* Minimum of two (2) years medical billing and coding experience in a hospital or clinical setting
* Type 50 wpm
* Proficient in Microsoft Office 2010, Word and Excel

**JOB REQUIREMENT/SKILL/ETC.:**

* Possesses good verbal, written and organizational skills
* Proven attention to detail and accuracy. Ability to multi-task.
* Basic knowledge of software vs hardware computer issues
* Basic knowledge of CPT procedures and Diagnostic Codes

**ESSENTIAL JOB FUNCTIONS:**

**Job responsibilities include, but are not limited to:**

* Identifies and clarifies missing information in patient accounts
* Protects patient rights by maintaining confidentiality of personal and financial information and adherence to all HIPAA Guidelines and Regulations
* Processes inquiries made by patients, interns, clinic faculty doctors and staff in a professional and timely manner
* Provides quality control and compliance to patient account demographics and insurance carrier information in NetPractice
* Processes statistical reporting as requested
* Assists with billing of Clinic Abroad, VA and CBI billing, as needed