



## **Looking for a Medical Coding & Billing Specialist to Join our Integrated Rural Clinic Team A Great Work Environment!**

### **About Us**

Orchid Health was founded five years ago with the belief that the most effective way to improve the health of our communities is through integrated patient-centered care that takes the time to listen to and build trusting relationships with each patient. We are committed to our communities and each other and are proud of the positive feedback and reputation that we have built.

We now see over 4,000 patients at our two clinic locations and are currently hiring for a full-time Medical Coding and Billing Specialist to join our team.

### **Essential Job Functions**

- Accurately analyze and code primary care charts. Code dental/mental health charts once trained.
- Follow coding requirements as mandated by federal and state law.
- Understand and carry out Orchid-specific coding requirements to satisfy certified Rural Health Clinic, certified School Based Health Clinic, and Vaccines for Children specifications, as well as other certifications/requirements as needed.
- Be available to answer coding/charting questions as needed on a daily basis from owners, providers, and staff.
- Complete chart coding within 5 days of the date of service.
- Analyze and respond to patient billing inquiries in a professional, positive manner.
- Post patient and insurance payer payments to patient accounts.
- Contact and collect outstanding payments from patients as needed. Arrange payment plans when necessary.
- Perform billing audits to analyze accuracy of our billing partners once trained.
- Solve problems related to internal insurance billing.
- Audit medical charting to ensure that the medical team is charting the correct level of work performed.
- Monitor and fix chart errors as indicated in EHR system.
- Learn, understand, and navigate computers and software necessary to carry out responsibilities.
- Analyze and input medical records as needed from time to time.

### **Qualification Requirements**

Certification in coding or at least 2 years experience as a Medical Coder. Those with SBHC and/or RHC coding experience are preferred

ICD 10 proficiency is required

CPT II proficiency is required

References are required, background check will be performed

### **Bonus Skills**

Terrific communication skills, impeccable integrity, and the ability to work well with our team is required.

Conduct yourself with compassion and professionalism when interacting with patients.  
Understand and uphold the Commitment to Co-worker Agreement.  
Maintain a calm, professional, and respectful demeanor in an often stressful medical environment when on and off-site.  
Ask questions and thoroughly communicate with staff and supervisors.  
Adapt performance as needed based on constructive feedback.

**Benefits**

DOE, 36-40 hours a week  
Health/dental/vision  
\$500 Employee Wellness benefits each year

To apply please email your resume to the HR Director at [Vikki@orchidhealth.org](mailto:Vikki@orchidhealth.org). For more information visit our website: [www.orchidhealth.org](http://www.orchidhealth.org). Thank you.

*Orchid Health is an equal opportunity employer. Orchid Health recruits, employs, trains, compensates and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.*

*At Orchid Health, we strive to be the place where a diverse mix of talented people want to come, to stay and do their best work. We believe in diversity of race, gender, sexual orientation, religion, ethnicity, national origin and all the other fascinating characteristics that make us different.*