

MAVERICK COUNTY HOSPITAL DISTRICT VACANCY ANNOUNCEMENT

DATE: January 23, 2023
JOB TITLE: BILLING CLERK
DEPARTMENT: FINANCE/ACCOUNTING
STATUS: FULL TIME
REPORTS TO: CHIEF FINANCIAL OFFICER

The Billing Data Entry Clerk performs a wide variety of clerical duties in support of patient services and revenue cycle across all specialties. This position utilizes specialized technical work and knowledge ensuring accurate billing of claims. Experience in billing is required. Computer literate: Have knowledge of ICD-10-CN and CPT coding classification systems, guidelines and rules. Have knowledge of medical records filing systems, knowledge of medical terminology and medical procedures. Knowledge of billing procedures and guidelines must be familiar with all applications in the Microsoft Office Suite Software. Excellent oral and writing skills are required; English/Spanish proficiency preferred.

Applications may be obtained at:
3406 Bob Rogers Drive, Suite 230, Eagle Pass, Tx.
Or visit our website at www.mchdep.org to download the application.
Deadline: Open until position is filled

Please contact Juanita Villarreal for more information at (830) 757-4990 Ext. 4960

The MCHD is an Equal Employment Opportunity Employer. We comply with all local, state and federal civil rights and equal employment laws and regulations.