

MAVERICK COUNTY HOSPITAL DISTRICT VACANCY ANNOUNCEMENT

JOB TITLE: BILLING CLERK
DEPARTMENT: PHYSICIAN SPECIALTY GROUP
STATUS: NON-EXEMPT
REPORTS TO: MEDICAL RECORDS DOCUMENTATION SPECIALIST III

This position provides skilled and specialized technical work in documentation and coding for medical billing. The position is responsible for the performance of tasks required to facilitate medical billing to include verifying benefits and determining pre-authorization procedures required by insurance companies, abstracting complex patient related data from medical records and coding of diagnoses and procedures using ICD-9-CM and CPT classification systems. Must be detailed oriented, and be familiar with HIPAA and patient privacy; standard office practices and procedures; medical procedures and protocols; medical terminology; and health care industry and systems. Computer literate: must be familiar with all applications in the Microsoft Office. Excellent oral and writing skills are required: English/Spanish proficiency preferred. High school graduate or its equivalent plus three (3) years of related experience in medical records abstraction and coding, or two (2) years of college or vocational school, including courses in medical records documentation plus one (1) year of related experience in medical record abstraction and coding;

**Applications may be obtained at:
3406 Bob Rogers Drive, Suite 230, Eagle Pass, TX.
Or visit our website at www.mchdep.org**

Deadline: When position filled



Please contact Jasmin Garza, Human Resource Director for more information at (830) 757-4990 Ext. 4960 or submit your resume to j.garza@mchdep.org

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