



**POSITION: BILLING CLERK**

**POSITION SUMMARY**

Coordinates and processes billing of patient accounts for Hidalgo Medical Services.

1. Answer telephones, take messages or transfer calls, answer patient billing questions.
2. Check for proper CPT/HCPCS/ICD-9 codes from EMR for claims submission/resubmissions.
3. Compile and verify information to process insurance claims correctly.
4. Send out billing statements.
5. Prepare third-party insurance claims.
6. Post payments from all sources.
7. Follow up on aged accounts to include calling insurances to check claim status, correcting and re-filing and or appealing claims when needed.
8. Download clearing house reports and follow up on rejected claims.
9. Maintain insurance records and filing system in accordance with HMS policy.
10. Promote fiscal stability of HMS by cost-effective use of resources
11. Perform all other related duties as assigned.

**MINIMUM QUALIFICATIONS**

- High School graduate or G.E.D.
- One year or ore of directly related experience
- Knowledge of and experience with medical terminology
- Able to organize and manage day-to-day work
- Proficient with current coding procedures
- Proficient with HCFA-1500 and UB92 insurance claim forms, charge format, payment format, and reconciliation

**TO APPLY**

Completed HMS Employment Application may be emailed to [jobs@hmsnm.org](mailto:jobs@hmsnm.org) or

Dropped off or mailed:

301 W. College Street, Suite 18, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-534-0788 or 575-542-2326