Flushing Surgical Center is seeking a Bilingual (Chinese and English) Medical Biller/ Coder.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Prepare and submit billing and medical claims to insurance companies.
- Answers questions from patients and Insurance companies
- Update demographic and financial information in the billing system.
- Prepare bills and invoices, and document amounts due for medical procedures and services.
- Collect credit card payments via the phone.
- Investigate and appeal denied claims.
- Interact with third party payers for eligibility verification.
- Assist patients establish payment plans.
- Follows and reports the status of the delinquent account
- Other duties may be assigned

EDUCATION and/or EXPERIENCE:

- Bilingual Chinese and English required.
- Knowledge of insurance guidelines including HMO/PPO, Medicare, Medicaid, and other payer requirements and systems.
- Competent use of computer systems, software, and 10 key calculators.
- Familiarity with CPT and ICD-10 Coding.
- Effective communication abilities for phone contacts with insurance payers to resolve issues.
- Knowledge of medical terminology likely to be encountered in medical claim