Neighborhood Health – Billing Clerk
Full-time, 40 Hours

At Neighborhood Health, we're passionate about our mission to provide a kind and caring premiere workforce. Our team-based approach to comprehensive patient care creates a challenging and rewarding work environment where you have a direct role in helping members of our community receive quality medical services they can afford. And that's something you can feel good about.

As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas. Due to expansion, Neighborhood Health is looking to add a Billing Clerk to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

As a Billing Clerk, you will:

- Maintain AR balances at levels set annually or below.
- Assist with analyzing patient accounts to ensure accuracy, timely payment, timely referral to collections when necessary and resolution of credit balances.
- Works with front line employees to decrease denial of claims due to entry errors, system errors, missing information, etc.
- Maintains required records, reports, accounts receivable files.
- Accepts and applies walk in payments.
- Conducts insurance verification.

Requirements:
- Minimum of one year in general medical / dental billing.

Education Requirements:
- High School Diploma or GED

This position is full-time with benefits. We offer competitive pay, health, dental, vision, critical illness& accident insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? Please fill out an application on the Career Page and/or send a resume along with cover letter to NHC Human Resources Department by email to: hrdept@nhci.org

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).