

INTERNAL POSITION VACANCY ANNOUNCEMENT

TITLE:	EXIT BILLER
LOCATION:	Santa Barbara Health Center
HOURS:	Monday – Friday, some Saturdays
STATUS:	Regular 40 hours a week, Non-Exempt
REPORTS TO:	Center Director

JOB SUMMARY:

Must be able to perform competently as a PSA II. Edit and enter charges from encounter forms; process insurance billing, perform collection follow-up and maintain billing office records. May coordinate one or more clinic administrative programs.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or equivalent
- Minimum of 12 months experience as a PSA II at PPCCC or other affiliate desirable
- Two (2) years proven Customer Service experience/health care background preferred
- Bilingual (English/Spanish) skills are desirable.
- Ability to relate to diverse communities
- Ability to work independently and as a team member
- Possess a warm, caring manner
- Ability to read and implement written instructions
- Ability to physically assist a patient who is in distress
- Must have professional appearance and attitude
- Availability to work flexible hours including evenings and weekends, as required
- Family planning experience desirable
- Thorough knowledge of medical billing terminology desirable
- Must have basic computer filing, and math skills.
- Previous medical insurance billing experience and knowledge of third party insurance procedures highly desirable, including the ability to read and understand an EOMB (Explanation of Medical Benefits).
- Ability to recognize billing errors and coding denial trends.
- Excellent attention to detail, communication and organizational skills essential.
- Solid written and verbal communication skills
- Strong commitment to the PPCCC Mission, goals and policies

If you are interested in this position please email your **cover letter and resume** to
employment@ppcentralcoast.org.