



Physician Services

# JOB-BUZZ POSTING

**DATE OF POST:** November 1, 2011

**JOB TITLE:** Billing-Coding-Compliance Professional

**JOB DESCRIPTION:**

- Provide all medical billing duties (charges, payments, adjustments, collections, accounts receivable, etc).
- Produce monthly reports of practices production for doctors' review. Meet periodically to summarize findings.
- Review a select number of records each quarter to determine accuracy of coding and documentation.
- Assist in development of compliance plan policies and strategies.
- Serve as primary liaison and resource person with regard to insurance and billing.
- Educate physicians on current and changing coding guidelines as well as federal and state regulations.

**REQUIREMENTS:**

- CPC Certification preferred
- 5+ years experience in medical billing and receivables
- Compliance and auditing documentation
- Knowledge of practice management billing software, spreadsheets and applications
- Knowledge of medical terminology and modifier usage, knowledge of insurance payment procedures and the ability to read and interpret an EOB.

**CONTACT:** If you are interested in this job, please email your resume, including salary history and three professional references to [breiner@austin.rr.com](mailto:breiner@austin.rr.com)



4813 Green Oaks Drive \* River Oaks, Texas 76114  
Ph: (817) 923-5553 \* Fx: (817) 923-5549  
[www.mediquickps.com](http://www.mediquickps.com)

Good Luck!