

We are looking for hard working people to join our growing company!

Data Entry Clerk

This is a terrific opportunity for a motivated medical data entry clerk. You will join a healthy team environment. The Data Entry Operator is responsible for keying and checking all patient demographics, preparing and sorting documents from hospital and/or physician offices for data entry. The successful candidate will be responsible for posting charges from super bills as well as internal coding worksheets.

Job Responsibilities include:

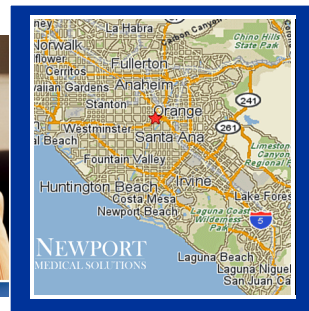
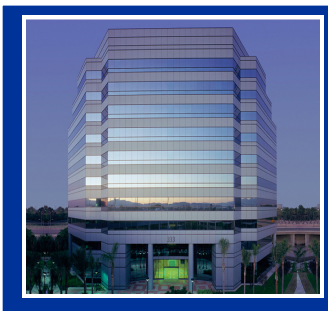
- Input CPT & ICD-9 codes into our billing system
- Demonstrate good verbal communication skills.
- Maintain 98% production standard for data entry.
- Complete work in a timely and accurate manner.
- File or route source documents after entry.
- Review medical record documentation to identify all services provided by physicians.
- Ability to type 50+wpm or 10,000 kspw with little to no error.
- Strong customer service and computer skills.
- Recognize ICD-9 and CPT coding mistakes.
- Understand the proper use of modifiers.
- Knowledge of medical terminology and concepts.
- Ability to quickly learn the Billing System
- Other duties or projects may be assigned to meet business needs.
- Perform quality assurance for charges and compliance.

Requirements:

The ideal candidate must have:
2+ years experience with physician billing and healthcare accounts receivable and collections.
The minimum education required for this position is a High School diploma or equivalent
Knowledge of medical billing software(Raintree & Centricity) is a plus.
Experience with HCFA/ UB-04 forms and familiarity with ICD9 & CPT4 codes is a must.
Must have a positive attitude!

We provide a terrific work environment, competitive compensation, plenty of room for career growth and comprehensive benefits.

Our corporate office is in Orange, CA. Please email resumes to careers@newportmed.com



At Newport Medical Solutions, we're working toward a future where everyone's potential can be fulfilled.



Our Family of Companies

Neuro Revenue Solutions Surgical Revenue Solutions Ortho Revenue Solutions