



FEATHER RIVER TRIBAL HEALTH, INC.

Sponsoring Tribes: Berry Creek Rancheria, Mooretown Rancheria & Enterprise Rancheria

OROVILLE CLINIC
2145 5th Avenue
Oroville CA 95965
(530) 534-5394

YUBA CITY CLINIC
555 West Onstott Road
Yuba City CA 95993
(530) 751-8454

JOB ANNOUNCEMENT

Our organization is pleased to announce the following job opening. Contact our Administration department at 2145 5th Avenue for a job description and application (completed application is required). For additional information call the Personnel Department at: (530) 534-5394 ext. 259. <http://www.frth.org/jobs>

JOB TITLE: **Medical Billing Clerk**

SUMMARY: Under the direction of the Billing Director, the duties of this individual include but are not limited to: billing and processing of medical/BHS claims for all payer codes; maintenance of medical/BHS accounts receivable for the organization including posting of payments utilizing an electronic billing system; correcting errors in billing; maintenance of insurance information for patients; processes payments received electronically and manually; researches denied or unpaid claims.

QUALIFICATIONS:

1. High school graduate or equivalent.
2. Two (2) years experience in medical insurance billing.
3. Knowledge of medical terminology, ICD-9/10 & CPT coding.

DEPARTMENT: Billing

LOCATION: Oroville Clinic

GRADE LEVEL: 6

DATE POSTED: 04/01/2019

CLOSING DATE: Until filled

PLEASE NOTE: Indian Preference applies if proof is attached to your application.