



Tallahassee Orthopedic Clinic
The Team Behind the Team

Billing & Coding Support

POSITION SUMMARY

To perform a variety of tasks, giving attention to detail, to help support the functions of the Coding and Billing Department of the Business Office. Work is conducted remotely, outside of a traditional office environment. Must be able to perform work at a dedicated work space with limited interruption or distraction, and high speed internet capability.

ESSENTIAL FUNCTIONS

- Receive facility charges from providers and prep them for the surgery coders.
- Check eligibility and register patients in practice management system.
- Confirm supporting documentation is in Practice Management System.
- Track incoming cases on an Excel spreadsheet
- Communicate with providers for missing charges and documentation.
- Handle confidential patient files and medical records and carry out the necessary and related functions in an extremely professional and discreet fashion.
- Work on any special projects as necessary.
- Perform other responsibilities associated with this position as deemed appropriate.

GENERAL COMPETENCIES DESIRED

- Ability to maintain confidentiality of patient and personnel information
- Detail-oriented paying close attention to accuracy
- Good oral and written communication (documentation) skills, paying attention to grammar and spelling
- Good planning and organizational skills
- Strong interpersonal skills
- Strong PC skills required to include all Microsoft applications (strong excel skills), practice management systems and electronic health records
- Ability to multi-task and give attention to detail

PHYSICAL DEMANDS

Requires sitting for prolonged periods of time. Working in an office environment. Some bending and stretching required. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, scanner, telephone, calculator and other office equipment. Requires normal range of hearing and eye sight to record, prepare and communicate appropriate reports. Requires the ability to work under stressful conditions and/or irregular hours to meet deadlines.

CREDENTIALS DESIRED

Must have a high school diploma or equivalent education. At least one year of relevant experience in a medical office setting required.