

DECA Health has an exciting opportunity for a full-time Medical Biller/Poster to work in our Toledo, OH practice. DECA is a growing, single-specialty pain management practice. As a critical part of the team, the Medical Biller/Poster is responsible for practicing within the philosophy and policies of the medical office and surgery center, ensuring decisions are made in alignment with our philosophy, and actively participating in the creation of an environment that fosters patient, family, physician and employee satisfaction.

**Schedule:**

Monday through Friday, 8:00 am – 5:00 pm

**Job Requirements:**

- Follow up with insurance companies
- Submitting Claims
- Insurance review and pre-authorization
- Insurance billing and collections
- Correspondence with patients and insurance companies
- Payment reports for Accounting
- Claims review and follow up
- Claims appeal
- Team interaction
- Collaborating with co-workers

**Skills:**

- Knowledge and understanding of EOBs
- Knowledge and understanding of ICD-9 and CPT Coding
- Healthcare background
- Review and appeal unpaid/denied claims

**Minimum Requirements:**

- At least two years working experience in a billing office is required.
- You will be required to pass a drug test and background before hired.