



Established in 1969, Clinton Medical Clinic has a well-established history of providing comprehensive care to the residents of Sampson and surrounding counties. Clinton Medical Clinic has nine (8) primary care physicians five (7) advance practice providers and offers a full range of services to our patients, including in-house CT Scan, Nuclear Stress testing, Bone Density, X-Ray and Diagnostic Ultrasound. Our office is located in Clinton, North Carolina which is an hour's drive from Raleigh and an hour's drive from Wilmington on the coast.

We offer a full benefit package including medical, dental, disability, a generous paid time off policy, life and 401(K) for full-time associates.

**Job Title:** Billing Manager

**Duties:**

- Oversees the operations of the billing department, encompassing medical coding, charge entry, claims submissions, payment posting, accounts receivable follow-up, and reimbursement management.
- Serves as the practice expert, and go to person for coding and billing questions and concerns.
- Assists in the design, implementation and measurement of billing processes
- Analyzes complex claims and works directly with payers to identify and troubleshoot issues
- Maintains contacts with other departments and staff to obtain and analyze additional patient information to document and process billings.
- Audits current procedures to monitor and improve efficiency of billing and collections operations.
- Ensures that the activities of the billing operations are conducted in a manner that is consistent with overall department protocol, and are in compliance with Federal, State, and payer regulations, guidelines, and requirements.
- Analyzes trends impacting charges, coding, collection, and accounts receivable and take appropriate action to realign staff and revise policies and procedures.
- Keep up to date with carrier rule changes and distribute the information within the practice.
- Understands and remains updated with current coding and billing regulations and compliance requirements.
- Maintains library of information/tools related to documentation guidelines and coding.
- Supervises billing office personnel, which includes work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
- Provides, oversees, and/or coordinates the provision of training for new and existing billing staff on applicable operating policies, protocols, systems and procedures, standards, and techniques.
- Serves on the CMC Management Team and attends weekly meetings to discuss and assist in the management of clinical operations.
- Detail-oriented with the ability to work under pressure and frequent interruptions from staff and patients without being distracted

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- Strong ability to communicate effectively with staff, colleagues, patients, physicians, and insurers in person, over the telephone, and in writing
- As a member of the Management Team, participate and support the development, communication and monitoring of all quality improvement activities thereby fostering the success of a sustainable Patient Centered Medical Home.
- Responsible to ensure each billing staff has the knowledge, resources, training and skills to understand and accomplish his or her role in continuous quality improvement and ongoing practice transformation.
- Performs other miscellaneous job-related duties as assigned.

**Work Schedule:**

Monday-Friday 8:00 am to 5:00 pm

**Qualifications:**

- Preferred 4 year degree from accredited University
- 5 years of billing experience
- *Will consider 2-year degree with 5-10 years' experience.*
- 1-3 years of Supervisory Experience
- CPC Certification (preferred)
- Experience Allscripts Professional (preferred)

**Instructions:**

Please submit application, resume and cover letter to [contactus@clinton-med.com](mailto:contactus@clinton-med.com). Applications can be found at [www.clinton-med.com](http://www.clinton-med.com)