



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 (9) primary care physicians Seven (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.

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:** Medical Biller/Coder

**Duties:**

- Verifies completeness and accuracy of claims prior to submission.
- Accurately post insurance and patient payments by line item.
- Timely follow up on insurance claim denials, exceptions or exclusions.
- Reading and interpreting insurance explanation of benefits.
- Make necessary arrangements for medical records requests
- Respond to inquiries from insurance companies, patients and providers.
- Regularly meet with Insurance Manager to discuss and resolve reimbursement issues or billing obstacles.
- Participates in quality improvement initiatives, training, continuing education
- Performs other miscellaneous job-related duties as assigned

**Work Schedule:**

Monday-Friday 8:00 am to 5:00 pm, Occasional weekend

**Qualifications:**

- High school diploma or general education degree (GED) required / prefer Associates or Bachelor's degree
- Certified Professional Coder CPC a plus
- Prefer previous medical office billing experience
- Familiarity with various commercial insurers and government payers
- Computer experience, including, but not limited to: practice management software, word processing and spreadsheet applications.
- Experience in CPT and ICD-10 coding; familiarity with medical terminology.
- Excellent customer service skills.
- Strong written and verbal communication skills.
- Experience in filing claim appeals with insurance companies to ensure maximum entitled reimbursement.
- Responsible use of confidential information.
- Perform to company standards of compliance with policies and procedures.
- Ability to multi-task and work courteously and respectfully with fellow employees, clients and patients.

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)

Phone: (910) 592-6011  
Fax: (910) 592-0819

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