

# Monterey Peninsula Surgery Center

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## Medical Biller/Coder

The ideal person will have experience in Medical Billing/Coding, and possess strong knowledge of Billing and Collection practices for a multi-specialty outpatient facility.

### Required Skills, Experience and Abilities:

- Responsible for assigning appropriate CPT & ICD-10 codes from Operative Reports
- Manage Accounts Receivables with target goals
- Reconcile daily insurance payments
- Verifies insurance benefits and notifies patients with an estimate cost for the surgery
- Demonstrates excellence interpersonal and verbal communication
- Ability to work independently with minimal instructions
- Operational and organizational skills with commitment to accuracy, detail, follow-up and follow-through.
- Ability to prioritize and manage multiple responsibilities
- Establish and maintain effective working relationships with physicians, teammates and supervisor.

### Preferred:

- CPC Certification

**For consideration, we encourage you to complete and the General Employment Application, and reply with your cover letter and resume**

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