



We are currently hiring a Full-time Medical Biller to join our amazing team in Cheyenne, Wyoming and provide support with the day-to-day financial operations. The heart of public health is the community we work to protect. For Cheyenne Laramie County Public Health (CLCPH), that community is Laramie County. We live by the mission to protect, promote, and enhance community health for everyone in Laramie County.

As the Full-time Medical Biller, you will:

- Prepare & submit billing data and medical claims to insurance companies, including Medicare & Medicaid.
- Prepare statements for patients.
- Collect and review referrals & pre-authorizations.
- Monitor & record payments, including the entry of late fees and outside collections as necessary.
- Follow-up with patients regarding late payments and maintain payment plans.
- Examine patient bills for accuracy.
- Contact provider and/or ancillary departments when additional information is needed to accurately code or bill the record.
- Investigate and appeal denied claims.
- Strives to decrease pending accounts on all patient types.
- Work closely with CFO to add new insurance providers as needed.
- May assist in response activities as a public health employee.

If you are the right person for this opportunity, you will have the following skills and experience:

- Associate degree in Healthcare Administration or relevant program.
- Two years medical billing/coding or similar experience.
- Problem solving and organizational abilities with attention to detail.
- Understanding of ICD-10 and CPT coding.
- Basic medical terms and concepts.
- Working knowledge of rules & regulations regarding medical billing, including Medicare & Medicaid.
- Bilingual in Spanish helpful.
- Certified medical biller/coder preferred.

Wage: \$15.39 - \$20.00 per hour

Find out more about Cheyenne Laramie County Public Health at:

<https://clcpublichealth.org/> . If you are ready to become part of our amazing team, apply at Indeed.com or on our website at <https://clcpublichealth.org/admin/job-openings/>.