

EAST FORK FIRE PROTECTION DISTRICT

MINDEN, NV 89423
DOUGLAS COUNTY, NEVADA

MEDICAL BILLING SPECIALIST

\$18.99 - \$23.08/hourly (DOE) plus benefits
Full-Time

Performs general clerical and routine administrative duties; assists general public; issues burn permits; maintains calendars. 35 wpm. Current (within 6 months) typing certificate required.

Process medical reports, interpret notes, enter HCPC/CPT/ICD10 codes, forward insurance claims to carriers for payment, print and mail patient invoices, collect outstanding balances, assist general public in person and over the phone. Other duties as assigned.

For detailed job description or to apply go to: www.eastforkfire.org (775) 782-9040

Deadline: 05/28/2018

5:00 p.m.

EOE