



Role: Medical Biller
Report To: Chief Business Officer
Department: Operations
Job Code: Full-Time (Contractor Role)
Location: Remote
Salary range: \$63,000-\$68,000

About the Job

Essential Functions of the Medical Biller

Crandell's Enterprises Inc (CEI) is North Carolina's #1 group home health care company, is currently searching for an experienced Medical Biller to be part of our Operations team.

The Medical Biller is responsible for preparing, submitting, and managing medical claims to insurance companies and patients. This role ensures accurate billing, timely payments, and proper documentation of healthcare services rendered. The Medical Biller works closely with healthcare providers, insurance representatives, and patients to resolve billing discrepancies and maintain compliance with all federal and state regulations.

Key Responsibilities:

- Prepare and submit medical claims to insurance companies (electronic and paper).
 - Review and verify patient information, insurance coverage, and coding accuracy.
 - Follow up on unpaid or denied claims to ensure prompt resolution and reimbursement.
 - Post payments, adjustments, and denials to patient accounts accurately.
 - Communicate with insurance companies regarding claim status, coverage issues, and appeals.
 - Generate and send patient statements and assist patients with billing inquiries.
 - Maintain confidentiality and compliance with HIPAA and other applicable regulations.
 - Collaborate with coding staff and clinical teams to correct errors and ensure proper claim submission.
 - Prepare and maintain billing reports, aging summaries, and collections documentation.
 - Stay updated on changes in insurance policies, billing regulations, and reimbursement procedures.
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Qualifications:

- Bachelor's degree or medical billing certification required.
 - 3-5 years of experience in medical billing, healthcare reimbursement, or related field.
 - Knowledge of CPT, ICD-10, and HCPCS coding systems.
 - Proficiency in medical billing software (e.g., Lauris, Kareo, eClinicalWorks, Athena, or similar) and Microsoft Office Suite.
 - Strong attention to detail, organizational skills, and problem-solving ability.
 - Excellent communication and customer service skills.
 - Ability to work independently and manage multiple tasks efficiently.
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Preferred Skills:

- Experience with Medicare, Medicaid, and commercial insurance billing.
- Understanding of EOBs (Explanation of Benefits) and AR (Accounts Receivable) processes.
- Familiarity with electronic health records (EHR) system
- Familiarity with residential Medicaid services, NC Tracks, Managed Care Organizations, direct Medicaid and Medicare Billing, general credentialing knowledge

Pay, Benefits and Perks for a Medical Biller

- Healthcare Options - Medical, Dental, Vision, Life and other voluntary insurances
- 401(k) Retirement plan with company-matched contributions after 1 year of employment

All are welcome!

CEI values a diverse and culturally competent workforce. We are proud of our commitment to being an equal opportunity, affirmative action organization that does not discriminate against applicants on the basis of any



protected class status, including disability status and protected veteran status. Individuals with diverse backgrounds and those who promote diversity and a culture of inclusion are encouraged to apply.

EEO Statement

Our facility provides equal employment opportunities. We are committed to complying with all state, federal, and local laws that prohibit discrimination in employment, including recruitment, hiring, placement, promotion, transfers, compensation, benefits, training, programs, reductions in workforce, termination, and recall. Our facility strives to provide equal opportunity for employment to all individuals who are properly qualified and able to perform the duties of their employment, without regard to employees' legally-protected characteristics ("protected class") including: age, sex, race, color, creed, religion, national origin, ancestry, citizenship, marital status, pregnancy, medical condition, physical or mental disability, sexual orientation, gender identity, sex stereotyping, or genetic information.