

Medical Coding & Billing Specialist

United Human Resources – Minneapolis-St Paul, MN



United Human Resources (UHR) is partnering with accredited health care facilities across the Twin Cities Metro to source Medical Billing & Coding Specialists to take the responsibility for the accurate flow of medical information and patient data between physicians, patients, and third-party payers.

If you have:

- Knowledge of medical codes, previous medical admin experience a plus
- Knowledge of insurance guidelines, the claims submission process and procedures
- The ability to generate accounts receivable reports
- Excellent organizational skills
- High attention to detail
- Excellent written and verbal communication skills
- A driven, self-motivated work ethic

We want you to:

- Review medical procedures as documented by doctors
- Translate medical procedures into codes that can be translated by payers, other medical coders, and other medical facilities
- Transmit coded patient treatment information to payers and other recipients
- Coordinate insurance reimbursement of care providers
- Work closely with healthcare providers and insurance carriers to gather and provide accurate billing information
- Keep track of patient data
- Handle patient billing
- Maintain patient confidentiality and information security

Who we are:

UHR is more than a recruiting agency; we take pride in hiring more than temporary solutions and are committed to matching you with your next career by establishing a relationship with you and our clients. *UHR never charges candidates anything for applying to or accepting a position that we offer.*

**If you think you may be a good fit, apply with UHR today
by filling out our online application!**