



Please forward all resumes to lcardona@indianaspinegroup.com

Charge Entry Coders

Position will be coding from dictation and entering charges. Will review dictation, resolve discrepancies and code the visits/procedures appropriately. Position requires at least two years of similar experience. CPC and prior experience with spine medicine helpful but not required.

Medical Billing – Patient Accounts Representative

Immediate opening for an experienced medical billing professional with patient account collection experience to work with a great medical practice.

This position is responsible for contacting patients with overdue accounts by phone and mail and making payment arrangements. Professionally and respectfully communicate balances, explain insurance payments, obtain payments and set up payment plans. Must have good negotiation and communication skills and excellent reasoning.

Position requires 1 years previous experience in patient collections. Knowledge of insurance industry and medical terminology.