

Billing Representative/Coder

Embark on an Adventure

Mayo Clinic in Rochester is an internationally known and respected institution that includes Mayo Clinic, Rochester Methodist Hospital, and Saint Marys Hospital. Together they form the world's largest private, not-for-profit group practice.

Job Description

Mayo Clinic currently has opportunities for Billing Representatives. The successful candidates will demonstrate expert job knowledge and applies current regulations, policies, and procedures along with effective decision-making and problem solving skills in the outpatient and inpatient coding process. Reviews medical records and understands medical terminology, anatomy, physiology, surgical technology, pharmacology, and disease processes. Audits/abstracts outpatient and inpatient medical records and identifies ICD-9CM codes for services including consultations, procedures, and tests. Ensures appropriate DRG assignment for inpatient services. Is flexible and willing to adapt to changes in the work environment. Maintains effective and professional communication skills. Demonstrates excellent customer service. Contributes to a positive departmental image by

exhibiting professionalism, adaptability, teamwork and mutual respect. Practices continuous improvement. Extensively uses computers and is proficient in various administrative software products to support coding activities.

Qualifications

Minimum Education and/or Experience Required: RHIT (formerly ART), RHIA (formerly RRA), CCS, CCS-P, and/or CPC credentials. Requires a good understanding of CPT and ICD-9CM coding, anatomy, physiology, medical terminology and disease processes. Licensure/Certification Required: RHIT (formerly ART), RHIA (formerly RRA), CCS, CCS-P, and/or CPC credentials.

Career with Mayo Clinic

Along with competitive pay and benefits, Mayo is a strong advocate of continuing education and offers an excellent reimbursement package for undergraduate and graduate classes. Mayo also provides a sick-child care facility, and back-up day care services.

Please reference job posting #03-2830.

To learn more about current positions at Mayo Clinic in Rochester, please contact:

Mayo Clinic	Phone:	800-562-7984
Human Resources - Laura Samuell	Job Line:	507-284-2500
Ozmun East 3		800-284-2500
200 1st Street Southwest	TDD:	507-266-0300
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Email: careers@mayo.edu		

For additional information, see Mayo Clinic's Web site: www.mayoclinic.org
Mayo Foundation is an affirmative action and equal opportunity educator and employer.