

Accounts Receivable and Billing Specialist

Salina Family Healthcare Center

Put your skills, education, and experience to work in a positive environment where you will be appreciated and valued. A challenging but rewarding opportunity awaits the right candidate at Salina Family Healthcare Center!

The Accounts Receivable and Billing Specialist is responsible for answering patient inquiries, processing and correcting claims, collection of accounts receivable, and determining what is bad debt while resolving outstanding account balances. This position also demonstrates understanding of health insurance to include vision and behavioral health, Medicare, Medicaid and the SFHC Discount Program to ensure the integrity of claims and to assist patients as needed.

Required qualifications include: a high school diploma and knowledge of medical claim billing and coding.

Screening and interviews will be conducted on a rolling basis. Please visit <https://salinahealth.org/careers/> for a complete job description and to apply online. Incomplete submissions will not be considered.

EOE/Background check required.

Employees at SFHC enjoy the following benefits:

- Health/Dental insurance
 - Paid Time Off
 - 9 Paid Holidays
 - Retirement Plan
 - Plus many more!