



Position Description

Job Title: Medical Billing Assistant Intern

FLSA Status: \$15/Hour

Summary of Position:

Provides general administrative support to medical billing personnel. Some of these tasks must be performed in person at our Boulder office during normal business hours while others can be performed remotely once the employee has demonstrated sufficient proficiency to work remotely.

Duties and Responsibilities:

- Act on various communications from insurance companies such as transferring a claim balance to patient responsibility due to an unmet deductible.
- Generate and submit patient balance statements.
- Prepare and mail or fax paper claims to insurance companies.
- Accept inbound telephone calls from patients who have questions about their statement balances.
- Make outbound telephone calls to patients to obtain missing or new insurance information, etc.
- Gather any medical documentation needed by senior A/R personnel in order to get claims properly processed and paid.
- Answer email and/or SMS messages from clients or patients about claims status.
- Run credit card payments, to include patient payments and “virtual” insurance credit card payments.
- Perform other tasks as assigned by management.

Knowledge and Skills:

- High school diploma or equivalent.
- Good computer skills. Familiarity with Office 365 is required.
- High attention to detail.
- Excellent customer service skills and proper phone etiquette are essential.
- Must be driven, results-oriented, self-motivated, and be able to work with limited supervision.
- Ability to communicate information or knowledge effectively to others.
- Ability to effectively manage multiple tasks simultaneously.

Position Description: Medical Billing Assistant NOTE: This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties as required.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Interested Candidates

Please complete this interest form and someone from the WBL team will reach out to you

[Medical Billing Internship Interest Form](#)