

# BEAUFORT COUNTY HOSPITAL JOB POSTING

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**JOB POSTING #:** 08-108

**DATE POSTED:** SEPTEMBER 23, 2008

**DEPARTMENT:** PAMLICO INTERNAL MEDICINE

**POSITION:** BILLING/INSURANCE LEAD CLERK

**HOURS:** MON-FRIDAY 8AM – 5PM

**STATUS:** FULL-TIME REGULAR (APPROX 40 HRS/WK)

## **ESSENTIAL JOB**

### **DUTIES:**

The individual will be responsible for:

- Office Billing
- Coding using office system
- Insurance follow-up

Other duties as directed

## **MINIMUM ENTRY**

### **REQUIREMENTS:**

- High School graduate/equivalent
- CPC preferred
- Insurance/Billing Experience preferred
- Ability to communicate via phone and in-person
- Integrity for confidentiality