



JOIN OUR TEAM AS A

MEDICAL BILLER

Position

Origami is seeking a full time Medical Biller (MB) with strong attention to detail, organization, and problem-solving skills. A successful MB at Origami demonstrates teamwork and compassion, and is motivated and enthusiastic about working in a dynamic, post-acute environment with persons with neurological dysfunction.

Responsibilities

- Prepare and process clean electronic and paper claims to funding sources including Medicare, commercial payers, and liability policies.
- Prepare and process monthly client account statements.
- Identify missing or erroneous documentation for billing purposes and track addendum requests to ensure accurate documentation.
- Communicate necessary information to clients, care coordinators, and the billing team.
- Secure funding source(s) authorization for referrals, admissions, and added services in coordination with the care coordination and admissions teams.

Requirements

- High School Diploma or equivalent
- 1 year medical office/billing experience
- Proficiency in Microsoft Office applications

Preferred Experience

- Certificate and/or advanced training in medical billing

ABOUT ORIGAMI

Nestled on a beautiful 35 acre wooded campus just outside of Lansing, Michigan, Origami is a CARF accredited, nonprofit organization offering a continuum of care for individuals who have sustained a brain injury. Origami provides more than medical care. We work as a team, bringing together committed professionals who use a unique interdisciplinary approach and a network of community resources to meet the physical, social, spiritual, cognitive, and emotional needs of those with a neurological dysfunction. We focus on maximizing recovery, restoring quality of life and independence.

Origami offers competitive wages and benefits which include health, dental, vision, wellness plan, paid time off (PTO), 403b, life insurance, employee assistance program, recognition programs, flexible schedule, and more!

CLICK HERE TO APPLY!

QUESTIONS: HR@ORIGAMIREHAB.ORG

Origami maintains a policy of nondiscrimination with employees and applicants for employment in all terms, conditions, and privileges of employment including, but not limited to hiring, training, placement, employee development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, employee facilities, termination, and retirement. No aspect of employment with Origami will be influenced in any manner by race, color, gender, religion, sexual preference, age, national origin, disability, orientation, veteran status, or any other basis prohibited by statute.