

**Position:**  
**Medical billing/collection specialist**

**Responsibilities Include:**

Responsible for handling all facets of client billing from charge entry to payment posting, to follow up of unpaid accounts, reviewing denied and unpaid claims.

**Minimum Experience And Qualifications:**

- Min. 2 years experience charge entry of medical claims
- Type at least 40 wpm
- Familiarity with PC-Windows base environment
- Basic word processing skills
- Strong verbal and written communication skills

**Preferred Experience And Qualifications:**

- Min. 2 years hands-on experience in all facets of third-party medical billing
- Experience adjudicating claims with insurers and private payers
- Demonstrated results in soft collections
- Excellent problem-solving skills
- Ability to achieve results in collaborative environment
- Strong verbal and written communication skills

**Apply:**

In order to be considered applicants must include the following:

- Resumé
- Cover letter
- Salary history and requirements

**Contact Information:**

**Email:** HR@KLOBILL.com  
**Address:** 777 Oakmont Lane, Ste. 1600, Westmont, IL 60559  
**Fax:** (630) 563.1122  
**Reference:** Medical billing specialist