



Front Office Billing Specialist

Hamm Clinic is currently seeking a qualified Full-Time Front Office Billing Specialist to join our team. This role is pivotal in ensuring the smooth operation of our front desk and billing processes. The successful candidate will play a key role in greeting clients, scheduling appointments, answering phones, collecting essential information, and maintaining electronic health records. This position also involves various billing responsibilities, including insurance verification, sliding fee processing, processing client payments, and billing statements.

Candidates must have 2 – 3 years of prior clerical experience and 1 -2 years prior medical billing experience.

The ideal candidate will have strong customer service and communication skills, understanding of Health Insurance and medical billing. The candidate will have experience working with underserved, underrepresented, and marginalized populations. Demonstrate the ability to manage projects and work independently. Bilingual: Spanish speaking preferred.

If you are enthusiastic about joining a team dedicated to making a difference in the community, we invite you to apply. Please submit your resume and cover letter detailing your relevant experience and qualifications for the Full-Time Front Office Billing Specialist position to jobapplication@hammclinic.org

Salary Range for this position: \$18 -\$20/hr.

Expected Hours/Schedule: In-Person; 40 per week; 8-hour shift Monday-Friday (this is not a Hybrid position)

Benefits:

- 401 (k)
- 401 (k) matching
- Health Insurance
- Dental Insurance
- Flexible Spending Account
- Life Insurance
- Paid time off