



MEDICAL BILLING & CODING VOLUNTEER

Duration: 3 months +
Location: Venice, CA

Schedule: Regularly scheduled shift for 4+ hours/week within Monday-Friday (7am-4pm)

MISSION AND OVERVIEW

Venice Family Clinic's mission is to provide quality primary health care to people in need. Thanks to the help of our robust volunteer program, the Clinic is able to provide services to over 20,000 men, women, children, teens, and seniors each year.

PROJECT DESCRIPTION

The Medical Billing and Coding Volunteer will provide supervised billing experience to enhance students' academic knowledge and develop their skills as a Biller / Coder. The volunteer will have direct involvement and be tasked with specific projects related to billing, and also gain valuable experience with issues concerning insurance companies, claim filing, follow up of unpaid claims, and payment collection/posting.

CANDIDATES MUST DEMONSTRATE THE FOLLOWING: Performance with a very high degree of accuracy and organization, attention to detail, discretion, and confidentiality • Ability to provide excellent customer service • Excellent verbal and written communication skills, both formal and informal • Ability to work independently as well as in a team environment • Computer skills and knowledge of various computer programs and systems • Follow up of denied claims. • General administrative duties such as compiling data into reports. • Assist in identifying patterns and helping to resolve issues. • Assist with manual entry of claims. • Assist with daily billing verification of outgoing claims. • Posting of processed claims to accounts • Performs other duties as assigned • Current or recent enrollment in a billing or coding program • Proficient in Microsoft Office tools and internet applications

HOW TO APPLY

Please send a resume + cover letter that describes your fitness for this position to VFCvolunteer@mednet.ucla.edu. List the role and your name in the email title. For more info about volunteering, please visit www.venicefamilyclinic.org/volunteers