

We are a growing and progressive medical billing leader serving the medical industry. With our sustained growth, we continually look for experienced medical billing professionals and service oriented professionals seeking challenge and a desire to work for an industry leader. We are recruiting for the following positions:

**Account Specialist Insurance Follow-Up**

Requires a minimum of 2 years physician practice billing.

Experience with HMO s, PPO s, Medicare, Medi-Cal, Workers Compensation, etc.

Multispecialty experience desired.

**Account Specialist III Insurance Follow-Up**

Minimum of 2 years insurance follow-up work. Desired experience includes physician practice billing, including commercial accounts, Medicare, MediCal, HMO's, PPO's, IPA's, and Workers' Compensation. Multi specialty experience including OBGYN and MediCal is preferred. Must have experience in handling appeals, denials, and collections. Must be knowledgeable of related CPT, ICD-9, and E&M codes. Candidate must possess good computer skills with experience using Microsoft Word and Excel. Must also be experienced using medical billing software, as well as the Internet to follow-up with insurance claims. This position includes significant phone work requiring excellent communication, and interpersonal skills. Must be well-organized and detail oriented.

**Account Specialist Charge Entry & Payment Posting**

Requires a minimum of 1 year of physician practice billing.

Experience with charge entry and/or payment posting experience. Requires knowledge of EOB s, CPT s, and ICD-9 codes.

All above positions offer Work-at-home opportunities.

**Interface Systems Analyst**

Our project teams are developing revolutionary solutions in Electronic Health Records.

Qualifications:

- Strong programming skills with a basic understanding of project cycles, software development environments, and source control techniques
- Excellent communication (written and oral) and team work skills
- Ability to identify, prioritize, and execute tasks to meet critical project deadlines.
- Ability to work with minimal supervision, adhering to overall department and company procedures.
- Good judgment and the ability to come up with solid solutions and recommendations to a wide range of complex problems.
- Bachelor of Science in Computer Science, or an equivalent combination of training and experience.
- SQL Server 2005 configuration and administration, Windows 2003 server administration and configuration, Microsoft Office Access and Excel, programming in SQL with application integration and interfacing, Microsoft Visual Basic, Crystal Reports, ODBC, HL7, HTML, Active Directory, DNS, and Microsoft IIS administration experience.
- Strong customer support and relations skills.

**BENEFITS:**

Excellent pay & full benefits, Including: medical, dental, life and AD&D insurance, STD and LTD insurance, profit sharing, and matching 401(k). Work at-home opportunity available.

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An Equal Opportunity Employer

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