



PHYSICIAN THERAPEUTICS

Targeted Cellular Technology™

YOU'RE BRILLIANT!
...and we'd love to meet you

POSITION: Medical Biller

DESCRIPTION: The position is in the billing department of an organization in the medical/pharmaceutical industry

LOCATION: West Los Angeles

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

Workers' Compensation and Private Insurance billing

Verification of Workers' Compensation and Private Insurance information through EDEX, insurance companies, attorneys offices, and doctors offices

Resubmission of unpaid claims

Diagnosis coding (ICD-9)

Reconciliation of physician's reports

QUALIFICATIONS:

Must have at least one year of recent medical billing experience

Must have experience coding (ICD-9) and using HCPCS codes

Must be detail-oriented

Knowledge of Workers' Compensation and Private Insurance billing

Knowledge of electronic billing as well as 1500 (form) billing

Knowledge of Medical terminology is a plus

Advanced knowledge of MS Office Suite, especially Excel and Word

Good communication skills and phone etiquette

EDUCATION AND EXPERIENCE:

High school graduate or equivalent (such as GED)

Advanced knowledge of medical coding (ICD-9); certification a plus

ADDITIONAL:

Full time for 3-6 month engagement that could easily turn into a permanent position

Company is in a central location

Pleasant, professional work environment

Respected and well-established high-growth company

Afternoon shift (3:00 PM –12:00 AM)

COMPENSATION:

Commensurate with experience

Note: All offers of employment are contingent upon verification of education and prior employment.

To apply, please send your resume and cover letter to yourfuture@ptlcentral.com. No phone calls, please.

In order for your application to be considered, you must indicate the position you are applying for in the email subject header



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Targeting a Great Future for You!™

Physician Therapeutics, part of the Targeted Medical Pharma Group, has spent over two decades developing products to improve patients' quality of life and making the practice of medicine profitable for physicians. That commitment to developing happy lives starts within our team.

Our beautiful campus inspires an innovative and collaborative culture. Seated at the peak of the Santa Monica mountains, Physician Therapeutics is a hotbed of creativity. This location is where we develop medications, business technologies and methodologies that have evolved into a valuable library of patents – and many prosperous employees.

We spend our days helping people overcome sleep disorders, anxiety and pain – and we help physicians run more profitable practices. Being part of this environment excites us, as do the multiple benefits our company offers:

- Competitive Salary
- Outstanding Medical Benefits
- 401(k)
- Profit Sharing
- Guided Career Advancement
- Promotion from Within
- Career and Self-Development Programs
- A Reputable, Socially-Beneficial and Stable Company
- Beautiful, Comfortable Working Environment
- A Team with a Passion for Excellence and a Passion for Helping Others
- An Innovative, Collaborative Environment
- A Culturally-Diverse Team
- Clear Personal, Departmental and Company Goals

We are dedicated to improving patients' lives and helping physicians benefit from the practice of medicine. If this excites you, we'd be happy for you to apply.

Our interview process is intense and will likely include phone interviews and in-person interviews with people across the company, a thorough background check and relevant skills testing. But if you've got what it takes – it's so worthwhile!

