



## JOB OPPORTUNITY

Fresno American Indian Health Project seeks a qualified, committed, and experience program director for the following position:

### BILLING COORDINATOR

Title: Billing Coordinator  
Department: Operations  
Supervised by: Billing & Credentialing Manager  
Supervises: None  
Travel Required: Occasionally  
Salary Range: \$22.00 to \$32.00 an hour  
Type: Full-time, Non-exempt

**The Billing Coordinator** is part of a multi-disciplinary team that supports the agency through implementation of the third-party billing system and working with the Credentialing Coordinator for any credentialing concerns. This position supports the CEO, Directors, and Managers by ensuring accurate and timely billing to health insurance companies and applicable funding agencies. This position will be responsible for adhering to all applicable laws and policies regarding coding, billing, and reimbursement of services from insurance programs and federal agencies.

#### MINIMUM REQUIREMENTS:

##### EDUCATION:

- Required High School Diploma or GED.
- Completion of an Administrative Assistant program or an Associate's Degree in Administration preferred, or *equivalent* relevant work experience.

##### EXPERIENCE:

- Required minimum three years' experience as medical billing/coding
- Demonstrated Verbal & Written Communication Skills
- Demonstrated computer skills proficient in Microsoft Office Suite, QuickBooks, & in learning new software programs

Utilization of Clearinghouse and Practice Management Billing System

##### LICENSE/QUALIFICATIONS

- Medical coding certificate ICD-10 or training
- Experience utilizing NextGen Practice Management and EHR system.
- FQHC billing
- Understanding of UDS, OSHPD, and GPRA reporting
- Knowledge of Indian Self-Determination and Education Assistance Act (Public Law 93-638)
- Experience working with the American Indian community

Associates, Bachelors, Coder Certification or Billing Certification in business administration or related field.

*A clear background check, drug screen, COVID-19 vaccinations, and negative TB screen are necessary for employment.*

FAIHP offers a robust benefits package that includes:

- |                    |                     |                    |
|--------------------|---------------------|--------------------|
| • Health Insurance | • Life Insurance    | • Sick             |
| • Dental Insurance | • 403(b) retirement | • 16 paid holidays |
| • Vision           | • Vacation          | per year           |

Submit your Resume to [jobs@faihp.org](mailto:jobs@faihp.org) or complete a FAIHP Employment Application by visiting our website at

**Posting Date: 04/28/2025**

**Closing Date- Open until filled**



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[www.faihp.org](http://www.faihp.org)

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