



Wingate University

Job Title: Medical Coding - Billing Specialist

Location: Wingate University, Wingate NC

Wingate, a comprehensive, independent and growing university, serves more than 3,600 students in North Carolina. Founded in 1896, the University offers 35 undergraduate majors as well as graduate and professional programs. Wingate is home to the Cannon College of Arts and Sciences; the Levine College of Health Sciences; the Byrum School of Business; and the College of Professional Studies, which includes the Thayer School of Education and the School of Sport Sciences. Wingate blends in-class exploration with out-of-class application to deliver an uncommon and life-changing educational experience. Nearly one in five Wingate undergraduate students is preparing to be a pharmacist, physician assistant, physical therapist, occupational therapist or nurse, and 65 percent of graduate students are enrolled in health sciences. Wingate offers six master's degree programs and four doctoral degree programs. Students are supported by more than 325 endowed scholarships. The University's motto is "Faith, Knowledge, Service." View current news and videos at www.wingate.edu.

Position Summary – this position is located in the on-site health center on the main campus of Wingate University. The health center provides services to students, faculty, and staff.

Essential Job Functions (including but not limited to):

- Perform posting charges
- Perform completion of claims to payers
- Submit billing data to the appropriate insurance companies via clearinghouse
- Credential providers with insurance companies
- Process claims
- Resolve denial instances
- Achieve maximum reimbursement for services provided
- Deploy, maintain and report on various programs
- Conduct audits
- Conducts duties in a professional and timely fashion
- Reconciliation of EFT and balance checks
- Effective communication skills

- Proficient in computer skills such as Excel, Word, and Google Docs/Sheets
- Interact virtually with clients and patients
- Creative problem-solving skills
- Work independently
- Collaborate well with others
- Multitask and attention to detail

Qualifications/Experience:

- Associate's degree or higher
- Minimum of 3 years experience in medical billing and/or coding
- Proficient in electronic medical records

Interested candidates should submit the following to Human Resources at careers@wingate.edu:

- 1) a current curriculum vita or resume
- 2) a cover letter expressing interest in the position
- 3) a statement of principles and vision regarding matters of inclusion and equity
- 4) names and contact information of three references

EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists.

Wingate University is committed to the provisions of the Americans with Disabilities Act and its amendments. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status.