

**Position: Billing and Coding Specialist**

**Location:** LifeChoices Family Medical, 18560 N. Dale Mabry Hwy, Lutz, FL 33548

LifeChoices Family Medical is seeking a dedicated and experienced Billing and Coding Specialist with expertise in family care and OB/GYN billing and coding. Join our compassionate and mission-driven team, where you'll play a crucial role in supporting high-quality, life-affirming healthcare for our community.

**Responsibilities:**

- Manage accurate billing and coding processes, with a focus on family care and OB/GYN services
- Verify and apply correct codes to patient records, claims, and billing forms, ensuring compliance with healthcare regulations and insurance requirements
- Collaborate with team members to resolve billing discrepancies and expedite claims
- Handle claim denials by researching and correcting errors to facilitate timely resubmissions
- Manage collections, working closely with patients and insurance providers to ensure outstanding balances are resolved in a timely manner
- Provide exceptional support to LifeChoices Family Medical departments and team members
- Utilize knowledge of ICD-10, CPT, and HCPCS coding as applicable to family care and OB/GYN
- Ensure timely submission of claims, minimizing defects and maximizing performance

**Requirements:**

- Certification in Medical Billing and Coding (required)
- Proven experience in medical billing and coding, specifically in family care and OB/GYN (preferred)
- Strong understanding of insurance policies, healthcare reimbursement, and coding compliance
- Experience with handling claim denials and managing collections effectively
- Excellent organizational skills and attention to detail
- Familiarity with electronic medical records (EMR) systems and billing software

**Schedule:**

- Full-time position
- Monday–Thursday: 8:00 AM - 5:00 PM
- Friday: 8:00 AM - 1:00 PM
- No on-call hours

**Why Join Us?**

At LifeChoices Family Medical, we believe in supporting not only our patients but also our team members. We offer a positive, growth-oriented work environment with a focus on holistic care and a commitment to life-affirming values.

We look forward to welcoming a dedicated Billing and Coding Specialist who shares our commitment to compassionate, high-quality care. Apply today to be part of our mission!