



UNIVERSITY OF MIAMI
MILLER SCHOOL
of MEDICINE

CAREER FAIR

Medical Billing, Collections, and Insurance Verification

Come join us for the University of Miami's Medical Collections, Billing, and Insurance Verification Career Fair on Wednesday, October 4, 2017, from 9:00 am to 5:00 pm. The career fair will take place at the Gables One Tower located at 1320 South Dixie Highway in Coral Gables, Florida. You will need to proceed to the 5th floor of Gables One Tower. See you there!

PARKING: Limited parking is available in front of the Gables One Tower (take ramp to upper level, then to security gate) or parking is available at the MetroRail's University Station, under the tracks, which is directly across Dixie Highway from the facility. Please note that University Station parking requires a fee. Also please avoid parking in the University Center shopping center next to Gables One Tower as this is a designated tow-away zone. We encourage riding the MetroRail to reach our location at University Station.

The general qualifications for Medical Collectors/Billers are as follows: high school diploma or equivalent along with at least one year of patient-related clerical experience in a medical setting. Possess a basic understanding of medical center and medical collections activities. Knowledge of Managed Care, PPO, UB04 codes, ICD9 codes, medical terminology, and Third Party Payer requirements and reimbursement rules. Excellent communication skills, both oral and written, in order to communicate with others in-person, via telephone and email. Any relevant education, certifications and/or work experience may be considered.

The general qualifications for Insurance Verification are as follows: high school diploma or equivalent as well as at least one year of experience working in a medical setting such as a medical office or hospital, or for an insurance carrier providing medical coverage, or in medical billing and collections. Demonstrated knowledge of medical insurance. Strong communication skills, both verbal and written, with the ability to demonstrate empathy and compassion with patients of all ages, cultural backgrounds and special needs. Bilingual communication skills, in English and Spanish, is a plus. Ability to work under a high level of stress with strict time constraints while maintaining a professional composure and sensitivity to each patient's specific needs. Ability to maintain a high level of diplomacy when handling stressful situations. Experience and proficiency in using a computer. Experience using EPIC scheduling and registration application a plus.

Please be sure to bring at least 3 updated resumes with you and tell a friend to join you at the fair!