



Title: Commercial Insurance Biller

Hours: 38-40 hours a week

Wage: DOE

Benefits: Medical, Dental, Vision, PERS Membership, and vacation/sick time accrual.

Duties include but are not limited to: Primary, secondary and tertiary billing for assigned commercial insurance accounts. Working with patients and/or insurance companies to resolve billing issues, posting of insurance and patient payments, banking and receipting payments, reviewing patient accounts, and some occasional registration duties as needed. Training will be provided.

The person selected for this position must have good communication skills, ability to problem solve, exercise good judgment and discretion, and have good telephone and patient relation skills, be detail oriented and able to prioritize work. Position description is available upon request. Must have High School Diploma. Clerical experience is preferred. Must be detail oriented and professional. Please contact Director of Business Services, April Nelson at 775-726-8011 for any questions related to the position.

Applications are available online at www.gcdmc.org; click on the EMPLOYMENT tab and then select application. Or you may pick up an application in person Monday thru Friday from 8am-4pm in our Human Resources office located in the Administration building in Caliente, NV. Applications must be complete and submitted to, HR Director by email to: hr@gcdmc.org, by mail to: P.O. Box 1010 Caliente, NV 89008 or deliver in person.