

EMPLOYER INFORMATION

COMPANY NAME

Livingston Chiropractic
782 S. Woodruff Ave., Idaho Falls, 83401
(208) 528-2323

EMPLOYMENT OPPORTUNITY CONTACT PERSON

Email Mark Livingston at livingchiro20@gmail.com

POSITION INFORMATION

POSITION NAME

Chiropractic Billing/Collection Accounts Admin.

Join our dynamic healthcare team as a Part-time Chiropractic Biller/Collector, where your expertise will play a vital role in ensuring smooth financial operations within a busy chiropractic practice. This position offers an energetic environment dedicated to accuracy, efficiency, and exceptional customer service. You will be responsible for managing billing processes, submitting healthcare claims, and collecting payments while supporting the administrative flow of medical records and insurance procedures. If you thrive in a fast-paced setting and possess a passion for healthcare finance, this is the perfect opportunity to contribute your skills and grow professionally.

Responsibilities

- Prepare and submit accurate billing claims using advanced billing software, including CPT coding, ICD-9, ICD-10, and DRG classifications.

- Review patient medical records to ensure proper documentation for billing and coding purposes.

- Manage accounts receivable by following up on unpaid or denied claims through healthcare claims management systems.

- Verify insurance coverage, health insurance details, and patient eligibility to facilitate smooth claims processing.

- Communicate effectively with insurance companies, patients, and healthcare providers to resolve billing discrepancies or collections issues.

- Maintain detailed records of medical billing transactions and update electronic health record (EHR) systems accurately.

- Stay current with industry updates related to ICD coding standards, medical terminology, and healthcare regulations to ensure compliance.

Experience

- Prior experience in medical billing or collections within a healthcare setting is highly preferred.
- Proficiency with Microsoft Office applications such as Word and Excel for documentation and reporting purposes.

Familiarity with EMR (Electronic Medical Records) and EHR (Electronic Health Records) systems used in medical offices.

Knowledge of healthcare claims management processes, including submission, follow-up, and appeals.

Strong understanding of medical terminology, coding procedures (CPT, ICD), and health insurance policies.

Excellent customer service skills with the ability to communicate clearly and professionally with patients and insurance representatives.

Experience working with medical records management and understanding of medical coding standards is a plus.

This role offers an engaging opportunity to be part of a supportive team committed to delivering outstanding patient care while ensuring financial accuracy. If you are motivated by detail-oriented work in a lively environment that values your contributions, we encourage you to apply!

MINIMUM QUALIFICATIONS

Basic billing CPT/ICD knowledge and ability to communicate directly with patients to keep balances current. Kind demeanor.

SALARY/ WAGE RANGE

\$20.00/ hr

EMPLOYMENT TYPE

Part-Time

CLOSING DATE

10/30/2026

APPLICATION INFORMATION

APPLICATION INSTRUCTIONS

Please send resume to livingchiro20@gmail.com

Our office will contact for in person interview.

ADDITIONAL INFORMATION

Dr. Livingston has been serving the south east Idaho area since 2001. We aim for the best patient care and over all service possible. Fun environment.