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RESTORING WORTH TO REFUGEES

Dental Biller / Revenue Cycle Manager (Full-Time, Partially Remote)

Salary: \$55,000 - \$60,000

Position Overview:

We are seeking a detail-oriented and highly organized **Dental Biller** to join our team. This full-time position offers the flexibility of working remotely, with one required day per week in the office. The Dental Biller will play a critical role in ensuring the financial operations of our dental clinic run smoothly by managing billing processes, posting payments, submitting claims, and maintaining accurate financial records. The ideal candidate will have strong communication skills, a thorough understanding of dental billing procedures, and the ability to work both independently and collaboratively.

Key Responsibilities:

- **Payment Processing:**
 - Post insurance and patient payments accurately and promptly.
 - Reconcile payments with Explanation of Benefits (EOBs).
- **Claims Management:**
 - Prepare, submit, and follow up on insurance claims to ensure timely reimbursement.
 - Post claims accurately to patient accounts.
 - Handle claims appeals, including identifying errors, gathering necessary documentation, and resubmitting to insurance providers.
- **Pre-Authorizations and Reauthorizations:**
 - Submit reauthorizations for all dental treatments that require them.
 - Monitor aging pre-authorizations and follow up with insurance providers as needed..
- **Fee Schedule Updates:**
 - Regularly review and update fee schedules to reflect changes in insurance reimbursements and clinic pricing.
 - Coordinate with management to ensure accuracy and compliance with payer agreements.
- **Patient Billing:**

1666 Elmira St. Aurora, CO 80010

Main Office Phone 720-720-460-1393 • Clinic Phone 720-460-0995 • Clinic Fax 877-434-7701



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- Send out patient statements in a timely and accurate manner.
 - Address patient billing inquiries and provide clear explanations of charges.
 - **Insurance Documentation:**
 - Obtain and attach insurance benefit breakdowns to patient charts.
 - Verify patient insurance eligibility and update records accordingly.
 - **Collections:**
 - Manage accounts receivable and ensure timely collections of outstanding balances.
 - Follow up on overdue accounts and implement collection efforts while maintaining professionalism and compassion.
 - **Record Keeping and Compliance:**
 - Maintain accurate and up-to-date billing records.
 - Ensure compliance with HIPAA regulations and billing best practices.
 - **Team Collaboration:**
 - Work closely with front desk and clinical staff to streamline billing processes.
 - Participate in virtual team meetings and provide regular updates on billing activities.
 - Assist with other billing and administrative duties as assigned.
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Remote Work Structure:

- Work remotely 3 days per week, with one required day in the office for in-person collaboration and other administrative duties.
 - Must have access to a secure, private workspace and reliable internet for remote work.
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Qualifications:

- Minimum of 2 experience in dental billing.
- Proficiency in dental billing software (e.g., Dentrix, Eaglesoft, Open Dental, or similar systems).

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- Thorough understanding of dental insurance policies, EOBs, and coding (e.g., CDT codes).
 - Strong organizational and multitasking skills.
 - Excellent communication and problem-solving abilities.
 - Experience with claims appeals and handling insurance disputes.
 - Knowledge of fee schedule updates and payer-specific requirements.
 - Knowledge of HIPAA compliance and confidentiality regulations.
 - High school diploma or equivalent; additional certifications in billing or medical administration are a plus.
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Working Hours:

This full-time position requires Monday through Thursday, 9:00 AM to 6:00 PM, one-day in-office, and other days remote.

Benefits:

Health Insurance premium reimbursement, Dental, 401K, Wellness program,
Paid time off, sick days, and holidays.

Application Process:

Interested candidates are encouraged to submit their resume and a cover letter detailing relevant experience to Carolyn@projectworthmore.org.

Equal Opportunity Employer:

Project Worthmore is committed to creating a diverse and inclusive workplace and is proud to be an equal-opportunity employer.