



NHC Standardized Job Posting template

Blasdell

4233 Lake Avenue
Blasdell, NY 14219
(716) 332-3070

Mattina

300 Niagara Street
Buffalo, NY 14201
(716) 242-8600

Northwest

155 Lawn Avenue
Buffalo, NY 14207
(716) 875-2904

Southtowns

3674 Commerce Place
Hamburg, NY 14075
(716) 648-4345

Billing Assistant

Tired of working weekends and holidays? Come work in our in-house billing department where you can be part of a fast paced, growing health care center. You will enjoy full time hours, a comprehensive benefit package with a convenient Monday –Friday schedule.

The Company:

Neighborhood Health Center (NHC) is the largest and oldest Federally Qualified Health Center in WNY and we continue to grow. We provide top quality outpatient care services to our surrounding communities giving us the opportunity to work with a diverse patient population and offering a high level of medical care to patients of all ages and backgrounds.

- **Growing organization, celebrating 30 years of service**
- **Serving over 70,000 patients in the WNY community**

The Position:

At NHC the Billing Assistant will be responsible for reconciling patient's ledgers, calling insurance companies, posting payments, and investigating medical claims. If you enjoy working in a fast paced environment, friendly atmosphere, this is the position for you.

- **Be available to work Monday thru Friday from 8 am to 5pm at any one of our 3 locations. Some evenings until 8pm**
- **Medical Billing, Insurance verification, FQHC knowledge and experience preferred**
- **Allscripts PM knowledge preferred but not required**

Why should you apply?

- Generous paid time off
- Paid lunches
- Paid holidays
- Single coverage health insurance paid in full
- Retirement plan with employer match
- Employer paid life insurance
- Excellent growth and advancement opportunities