



Medical Biller Job Opening

Peninsula Behavioral Health (PBH; www.penbh.com) is a growing outpatient group private practice dedicated to providing high-quality, evidence-based care to the San Francisco Bay Area. Our mission is to deliver psychotherapy and medication management in a highly client centered, professional, and collaborative environment. We are currently seeking an experienced medical biller to handle all medical billing for our practice. Responsibilities include:

- Problem solving denied claims and outstanding balances
- Verification of benefits
- Claim submission

Desired experience and skills include:

- Experience in medical billing, including working with insurance claims
- Experience interfacing with patients and insurance companies via telephone, email, and electronic systems
- Experience in growing small business
- Facile with Google Sheets
- Flexibility to assume responsibility for existing procedures
- Responsible handling of sensitive information
- Organization
- Attention to detail
- Accountability
- Communication skills

All work may be completed remotely, though after COVID we may prefer to meet in person occasionally. This is an independent contractor position. We expect the role would require an average of 5 hours per week.

PBH values diversity and is committed to ensuring equal opportunity in all of its policies and practices. We seek to be sensitive to the many roles that diversity plays in our organization and our services. Candidates with expertise in working with various forms of diversity and/or representing backgrounds typically underrepresented in the mental health field are encouraged to apply.

Applicants are invited to send a cover letter detailing relevant experience and resume to careers@penbh.com