



## Medical Billing Externships

Growing Fortune 5000 healthcare medical billing company – Phoenix, AZ  
Internship

**Company Information:** Favored Medical Billing Service (FMBS) has been a benchmark leader in coding and billing since 2011. FMBS currently serves over 70 medical practices, of varying specialties, nationwide. Our focus on integrity in our practices, commitment to our clients and pride in our work has enabled FMBS to steadily grow its business, largely off of word of mouth marketing. With our knowledgeable staff, we can apply business rules with uniform consistency and exact specifications at predetermined intervals during the billing process to maximize client revenue. We utilize tested business methods and the latest technology to produce consistently superior revenue results for our clients.

Favored Medical Billing Service is a champion for providers in the medical arena. FMBS provides a broad range of managed billing services to medical practices, birthing and surgery centers nationwide. We have done our homework and have developed the most evolved medical claims processing infrastructure focused specifically on reimbursement, claims processing and compliance, available today. The result is the ability to achieve and surpass client expectations.

**Job Description:** Favored Medical Billing Service is seeking a detail-oriented individual who will take full ownership of their position at a small, but growing, company. Candidates must possess outstanding organizational skills, ability to stay on task with minimal supervision and to adapt in a constantly changing environment.

Individuals may have the responsibilities of entering, processing or closing claims, for following up on all unpaid claims, determine why they are not paid, and doing everything possible to receive a resolution. They work directly with insurance companies via phone and websites. Representatives are responsible for looking at the big picture, determining trends and digging into the issues. Requirements for Position:

- Ability to communicate in a clear, professional, and timely manner with all staff members
- Ability to follow through to completion on all assignments
- Proficient in Windows and Microsoft Office Products
- Ability to learn Microsoft Excel and Adobe
- Types 30-40 Words Per Minute
- Ability to work well in a team environment
- Problem-solving skills
- Ability to follow procedures and direction
- Strong listening and verbal communication skills

**\*\*\*Externships only**

**Job Type:** Internship

Local candidates only:

- Phoenix, AZ