

# Medical Billing Specialist Jobs in Delhi NCR | Mynx Softwares BPO

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## Job Summary

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Vacancy : 20

Deadline : Sep 19, 2025

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Employment Status : Full Time

Experience : 3 - 5 Years

Salary : ₹40,000 to ₹80,000 per month

Gender : Any

Career Level : Mid Level

Qualification : Must be a graduate in any stream (B.Com, B.Sc, BBA, or equivalent degree)

## Job Description

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Are you searching for top Medical Billing Specialist jobs in Delhi NCR? Join Mynx Softwares Inc. for a rewarding opportunity in the growing healthcare tech space where we're transforming healthcare operations with accuracy, innovation, and integrity.

### About Mynx Softwares:

Mynx Softwares, headquartered in Dallas, Texas, develops MYCA500—an integrated EMR, practice management, billing, and analytics platform for clinics and healthcare providers. The company aims to simplify workflows, streamline billing, improve patient documentation, and enable efficient revenue cycle operations.

### Medical Billing Specialist – Job Requirements

We are looking for a skilled and detail-oriented Medical Billing Specialist with a strong background in medical billing, coding, and revenue cycle management (RCM). The ideal candidate will have hands-on experience with claim submission, insurance follow-ups, denial handling, and billing compliance. If you're passionate about healthcare administration and want to be part of a fast-growing medical billing team, this opportunity is for you.

#### Required Experience:

1. 3 to 5 years of work experience in medical billing and RCM (Revenue Cycle Management) for US healthcare providers or in a healthcare BPO setting.
2. Must have practical knowledge of the entire billing cycle—including charge entry, claim submission, payment posting, account follow-ups, and denial resolution.

#### Billing & Coding Expertise:

Proficiency in **medical coding systems** such as:

- **CPT (Current Procedural Terminology)**
- **ICD-10-CM (International Classification of Diseases, 10th Revision)**
- **HCPCS (Healthcare Common Procedure Coding System)**

Ability to assign accurate codes to diagnoses, procedures, and services to ensure correct billing and quick reimbursement.

#### Insurance and Claims Management:

Strong understanding of **insurance verification, claim submission, EOB (Explanation of Benefits), and AR follow-up.**

#### Hands-on experience in handling:

- **Claim denials**
- **Appeal processes**
- **Re-submissions and rejections**

Familiarity with **Medicare, Medicaid, and commercial insurance payers** is essential.

#### Compliance and Regulations:

- Solid knowledge of **HIPAA rules, payer-specific policies, and industry-standard billing regulations.**
- Ability to maintain 100% **data privacy and patient confidentiality** at all times.

#### Communication & Organizational Skills:

- Excellent **verbal and written communication skills** to coordinate with clients, doctors, and internal teams.
- Strong **analytical thinking**, attention to detail, and the ability to **solve billing issues efficiently.**
- Capable of managing multiple tasks and meeting tight deadlines in a professional and fast-paced environment.

#### Educational Qualification and Certifications (If Preferred):

1. Must be a graduate in any stream (B.Com, B.Sc, BBA, or equivalent degree\*\*).
2. Candidates with any of the following certifications will be preferred:
  - Certified Professional Coder (CPC)
  - Certified Billing and Coding Specialist (CBCS)
  - Certified Medical Reimbursement Specialist (CMRS)

### What We Offer

- Competitive salary: ₹40,000 to ₹80,000 per month
- Performance-based **bonuses & incentives**
- **Career growth opportunities** in the medical billing domain
- **On-site working** environment with professional support
- Access to **ongoing learning** and skill development sessions
- Be part of an innovative company impacting global healthcare

### How to Apply

Ready to take your career to the next level?

Send your updated **resume** to ✉ [hr.jobrath@gmail.com](mailto:hr.jobrath@gmail.com) or contact ☎ **+91-9999653819**

**Education & Experience**

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**Must Have**

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**Educational Requirements**

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Must be a graduate in any stream (B.Com, B.Sc, BBA, or equivalent degree)

**Compensation & Other Benefits**

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PF and Medical Coverage, Food