

Apply for a Job at Memorial

After you have registered or logged into our site, you are able to apply for jobs that are actively posted. Please refer to the “*Forgot Username or Password*” and the “*Search for Jobs*” help documents for more information on those processes.

➤ **Log into our Careers site.**

- *Current employees* → click on the *Careers* tile from your *PeopleSoft* homepage
- *External applicant* → log into our *Careers* site using your previously created username and password. If you have not yet created a username, you can do so by clicking on the *New User* link.

➤ **Click View All Jobs for all of our Job Openings.**

Welcome Sign In | New User

 View All Jobs	>
 My Job Notifications	>
 Draft and Submitted Applications	>
 My Favorite Jobs	>
 My Saved Searches	>
 My Account Information	>

➤ After you’ve found the Job Opening to which you’d like to apply, select it, and review the job requirements. If you feel you are qualified for the position, select **Apply for Job**.

Search Jobs | Job Description

Previous Job | **Biller - Physician Business Services - Days - FT**

Job ID 16393	Full/Part Time Full-Time	Apply for Job
Location Biloxi	Regular/Temporary Regular	

[☆ Add to Favorite Jobs](#)

Qualifications

Job Summary:

Processes and transmits third party claims.

Required Qualifications:

Education: High school diploma or GED equivalent.

Licensure: None

Experience: Minimum of one-year billing medical insurance claims.

Skills, Knowledge, Abilities: Knowledge of general office procedures and equipment. Oral and written communication skills. Customer relation skills. Detail oriented.

Preferred Qualifications:

Education: None

Licensure: None

Experience: Electronic billing experience.

Skills, Knowledge, Abilities: Ability to use personal computer if required. Knowledge of ICD9 and CPT4 coding. Basic knowledge of billing and insurance collections, including third party billing requirements.

- You are now in our Job Application. You will be guided by the steps on the left side of the screen, and you can click the **Next** button in the upper right corner to move between steps. *This may appear as an arrow on a mobile device.*

Step 1 of 9: Start This is an acknowledgement that the information you are providing for the application is accurate and true. It also includes information about our qualification process and our EEO statement. After you have read this, check the box verifying you have done so, and select **Next**. You also may Save as Draft at any point in this process.

Save as Draft **Next >**

Step 1 of 9: Start

Memorial Hospital at Gulfport's mission is to build a healthier community. We are committed to maintaining an environment based on mutual respect, civility, and positive personal relationships that contribute to the healing and comfort of our patients and their families and enhances personal growth and job satisfaction for our staff.

We believe in hiring the very best. Our workplace experience sets us apart and makes us a great place to work. Our goal is to create an environment of exceptional organizational values, customer service standards, and employee satisfaction.

This job application has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the job application process, please click the **Terms and Conditions** link below and read carefully. By selecting the **I agree to the Terms and Conditions** checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the **Exit** button.

Please read our [Customer Service Agreement](#) policy for providing excellent customer service and representing Memorial.

Prequalification Notices

Job Title - Biller - Physician Business Services - Days - FT

Job ID 16393

We will assess your application to determine whether your application meets our minimum requirements for acceptance before we review it further. We will advise you of this outcome after you submit your application.

Please note that this assessment establishes your basic eligibility to apply for this position and any false information or misstatement will render your application ineligible.

Memorial Hospital at Gulfport is an equal opportunity employer and does not discriminate on the basis of any legally protected status or characteristic. Minority/Female/Sexual Orientation/Gender Identity/Disability/Veteran.

[View Terms and Conditions](#)

I agree to the Terms and Conditions

Step 2 of 9: Prequalify These questions identify the basic requirements to be employed at Memorial.

Step 2 of 9: Prequalify

To be eligible to submit an application you will need to answer the following questions.

Prequalify

***1. I certify that I am at least seventeen (17) years of age.**

- Yes
- No

***2. I have read and agree to the Customer Service Commitment as a condition of providing excellent customer service and representing Memorial.**

- Yes
- No

Step 3 of 9: Résumé We do not require a résumé; however, you can choose to upload a résumé document or a cover letter in this step.

Step 3 of 9: Résumé

Résumé Attachment

Adding a résumé is optional. You can add your qualifications on the next steps.

[Attach Resume](#)

Cover Letter Attachment

Adding a cover letter is an optional step.

[Attach Cover Letter](#)

Step 4 of 9: Questionnaire Not all jobs have questionnaires. If you see this step, you are required to truthfully and completely answer all of the questions asked that are marked with an asterisk.

Step 4 of 9: Questionnaire

Skills Questionnaire

Questions marked with an * are required. You are required to answer all the mandatory questions.

Please answer the following questions as carefully as possible.

*1. Do you have either a high school diploma or a graduate equivalent diploma (GED)?

- Yes
 No

*2. Do you have a minimum of one year of experience with billing medical insurance claims?

- Yes
 No

*3. Do you have experience with general office procedures and equipment?

- Yes
 No

*4. Do you have basic knowledge of medical coding (ICD-9, ICD-10, CPT-4, HCPCS)?

- Yes
 No

Step 5 of 9: Preferences You may list your work preferences here. These will save to your profile and will carry over into any later applications. You are not required to complete any questions in this section.

Step 5 of 9: Preferences

Job Preferences

1. I want to work the following kind of employment

- Full-Time
- Part-Time
- Any

2. I am available to work the following days of the week

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

***3. I want to work the following shift(s)**

- Any
- Day
- Evening
- Night
- Rotating

4. I want to work the following hours (per week)

Step 6 of 9: My Profile, Your Relatives Who Work at MHG and Other Names You've Gone By You may list any knowledge, skills & abilities as they relate to the position being applied for; any relatives you have that may work for Memorial; and any other names you have gone by in the past. This section is not required, and this step can be skipped.

Step 7 of 9: Qualifications - Licenses & Certifications Add any licenses or certifications you have as they relate to the requirement(s) of the position applied for. Some positions require these at time of hire.

Step 7 of 9: Qualifications - Licenses & Certifications

Licenses & Certifications

You have not added any licenses & certifications.

[Add Licenses & Certifications](#)

Step 7 of 9: Education Select your **Highest Education Level Completed** from the drop-down box.

Step 7 of 9: Qualifications - Education

Education History

Highest Education Level Completed

Step 7 of 9: Qualifications – Work Experience You may add all applicable experience if you did not upload a resume. Memorial is an experience-based organization, and we strongly recommend you list all jobs from your work history.

Step 7 of 9: Qualifications - Work Experience

Previous Work Experience (Required)

Step 8 of 9: Referrals: Please click the dropdown to tell us how you heard about Memorial or this job

Step 8 of 9: Referrals - Referrals

Referrals

*How did you learn of the job?

Specific Referral Source

Step 8 of 9: Referrals – References YOU MAY SKIP THIS STEP – IT IS NO LONGER REQUIRED AS PART OF OUR APPLICATION PROCESS

Review and Submit Congratulations! This is the final step in the application process. You may click on any of the sections to review the information you've entered.

You may also click on any of the sections on the left to change or add to any of the information you have provided.

Step 9 of 9: Review and Submit

▶ My Contact Information
▶ Prequalify
▶ Online Screening Notice
▶ Résumé Attachment
▶ Cover Letter Attachment
▶ Preferences
▶ Education History
▶ Education
▶ Licenses & Certifications
▶ Knowledge, Skills & Abilities
▶ Previous Work Experience
▶ Your Relatives Who Work at MHG
▶ Other Names You've Gone By
▶ References
▶ Referrals
▶ Skills Questionnaire

When ready, click **Submit** to submit your application to our recruiting team.

Save as Draft	< Previous	Submit
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