

Job Description

Job Title:	Billing Specialist
Salary Range:	Min. \$32,000 Mid. \$40,000
Department:	Finance
Reports to:	Accounting Manager

Position Summary:

This position will be primarily responsible for submitting monthly billing for HHS Service Providers, private pay individuals and government agencies for services provided at My Possibilities as well as ensuring customer accounts maintain an appropriate aging balance. This position will work closely with other Billing, Program and Therapy staff members.

Essential Functions/Percentage of Time Spent on Each:

1. Month-End Billing 25%
 - a. Review progress notes and service logs for completeness and accuracy
 - b. Complete other required supplemental forms in accordance with service contracts
 - c. Resolve discrepancies in a timely manner with service providing staff
 - d. Enter data into billing system accurately and submit to providers/individuals
2. Medicare Billing 15%
 - a. Verify funding eligibility before services are provided
 - b. Complete all Medicare claims including appropriate coding
 - c. Follow up on unpaid claims and submit appeals when necessary
3. Accounts Receivable 35%
 - a. Send monthly statements to service providers and individuals
 - b. Follow up on past-due accounts
 - c. Research billing discrepancies
4. Other Projects 15%
 - a. Attendance Analysis
 - b. KPI tracking
 - c. Contract Renewal
 - d. Compliance Monitoring
5. Other Duties as Assigned 10%

Competencies (Knowledge, skills, and abilities):

1. In-depth knowledge of billing and revenue-cycle processing
2. Comprehensive knowledge of HIPAA requirements
3. Proficient in Microsoft Excel
4. Experience with Medicare Part B billing processes



Minimum qualifications:

Education:

Associate degree, Bachelor's preferred

Experience:

3+ years billing and collections experience.

Specific Skills:

Organized and detail-oriented, strong analytical skills, efficient, ability to meet deadlines.

Specialized Knowledge, Licenses, etc.:

1. QuickBooks experience
2. Medicare billing experience

Success factors:

Personal qualities of integrity and credibility, with a commitment to and a passion for My Possibilities' mission.

Supervisory responsibilities:

None.

Working conditions:

- Shared workspace environment