



Job Description

Job Title:	Career Services Billing Specialist
Salary Range:	Min. \$34,000/year
Department:	Career Services
Reports to:	Career Services Manager

Position Summary:

This position will be primarily responsible for submitting monthly billing for HHS Service Providers, private pay individuals, corporate partners, and Texas Workforce Commission for career services provided by My Possibilities. This position will work closely with other billing and Career Services staff members.

Essential Functions:

1. Month-End Billing
 - a. Review visit 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. Medicaid Waiver Billing
 - a. Verify funding eligibility before services are provided
 - b. Submit all billing within required deadlines
 - c. Follow up on unpaid claims and submit appeals when necessary
3. Accounts Receivable
 - a. Send invoices and billing paperwork to service providers and individuals
 - b. Use tracking documents to monitor cases and payments
 - c. Follow up on past-due accounts
 - d. Complete collections as needed
4. Other Projects
 - a. KPI Tracking for Career Services department
 - b. Contract Data Tracking
 - c. Compliance Monitoring
5. Other Duties as Assigned
 - a. Call clients, families, providers, and partners
 - b. File billing documents in electronic and physical files

Competencies (Knowledge, skills, and abilities):

1. Knowledge of billing and revenue-cycle processing
2. Comprehensive knowledge of HIPAA requirements
3. Proficient in Microsoft Excel
4. Experience with TWC billing processes



Minimum qualifications:

Education:

- Associate degree, Bachelor's preferred

Experience:

- 3+ years billing and collections experience
- 1+ year TWC billing experience, a plus

Specific Skills:

- Organized and detail-oriented
- Strong analytical skills
- Efficient
- Ability to meet deadlines

Specialized Knowledge, Licenses, etc.:

1. TWC billing experience a plus
2. Understanding of Medicaid Waiver programs

Success factors:

- Personal qualities of integrity and credibility, with a commitment to and a passion for My Possibilities' mission.
- Ability to provide feedback to staff while maintaining positive rapport.

Supervisory responsibilities:

- None

Working conditions:

- Shared workspace environment