

Job Description

Job Title:	Billing Coordinator
Salary Range:	Min. \$36,000 Mid. \$42,000 Max. \$48,000
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 40%
 - a. Review service delivery logs for completeness and accuracy (weekly).
 - b. Complete other required supplemental forms in accordance with service contracts.
 - c. Prepare invoices and submit within deadline.
2. Accounts Receivable 35%
 - a. Collect on accounts 30+ days past due.
 - b. Research and resolve billing discrepancies with providers and families.
 - c. Create payment plans for past due accounts.
3. Other Projects 25%
 - a. Attendance analysis.
 - b. Private pay versus enrollment audit.
 - c. KPI tracking.
 - d. Contract review and compliance monitoring.
4. 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

Minimum qualifications:

Education:

Associate's Degree, Bachelor's preferred



Experience:

3+ years billing and collections experience.

Specific Skills:

Organized and detail-oriented, strong analytical skills, efficient, ability to work a flexible schedule in order to meet deadlines.

Specialized Knowledge, Licenses, etc.:

QuickBooks experience, knowledge of HHS funding a plus (HCS, CLASS, TxHmL, etc.)

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