

## PART-TIME BILLING SPECIALIST: JOB DESCRIPTION

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The Billing Specialist, a key position in the revenue cycle of the organization, manages all client billing including claims processing with insurance companies, assure payments related to client services from all sources are recorded and reconciled timely in order to maximize revenues. Other important duties include credentialing, enrollment processing, and reporting. This is a part-time position, approximately 20-25 hours per week.

### **Billing Specialist Job Duties:**

- Prepare and submit clean insurance claims to third party payers for reimbursement
- Assure coding is compliant and up-to-date
- Enter charges accurately and expeditiously to ensure proper records handling and fast payment responses
- Maintain client files on insurance claims and payments
- Reconcile monies of sliding scale clients
- Work with reception staff, ensure appropriate collection of co-pay, spend down, and self-pay fees
- Ensure clients remain informed of debts and deadlines
- Work with clients to develop self-pay arrangements and payment plans, when necessary
- Handle client inquiries and answer questions from clerical staff and insurance companies
- Research and resolve client billing issues
- Manage monthly statement process; send statements on outstanding accounts
- Review accounts and make recommendations to the Business Manager regarding non-collectible accounts
- Post payments in a timely manner
- Issue adjusted, corrected, and/or rebilled claims to third party payers
- Maintain relationship with clearinghouse, including appropriate follow-up with support issues
- Maintain up-to-date credentials for each licensed provider, including verification through primary and secondary sources, records, and relay credentialing information relevant personnel as needed.
- Keep accurate records of provider licensure/certification renewals
- Coordinate provider enrollments in insurance programs, as needed
- Maintain strictest confidentiality; adheres to all HIPAA guidelines/regulations

### **Skills required for success in this role include (but may not be limited to):**

- Some college education (degree preferred)
- 3-5 years' experience in field
- Knowledge of medical/mental health billing and collection practices
- Knowledge of bookkeeping principles, methods and practices
- Strong keyboard skills; ability to use standard office equipment
- Comfortable dealing with numbers and the processing of financial information
- Proficiency with accounting and billing software; demonstration of skills in Word and Excel
- Adherence to laws and best practices in regards to dealing with customers and data
- Works well in environments with firm deadlines; results oriented
- Ability to deal professionally and effectively with the public

Please submit Cover Letter and Resume to [Heather@RPCounseling.org](mailto:Heather@RPCounseling.org) (cc [Cindy@RPCounseling.org](mailto:Cindy@RPCounseling.org)).