



# JOB NOTICE

Date Posted: September 18, 2018

Closing Date: September 30, 2018 or until filled

APPLICATION PROCEDURES: Send letters of intent and resume to Box MBSpec., Personnel, Compass Family and Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

**Program:** Fiscal

**Title:** Medical Billing Specialist

**Salary \$:** Full Time with comprehensive benefits package. Competitive salary based on experience. Primary schedule consists of days, M-F

## **General Duties:**

The Medical Billing Specialist will be responsible for covering all aspects of claims management under the supervision of the Billing Manager.

- Processing all claims electronically for payment
- Downloading RA's from the various payer source
- Posting all payments and denials efficiently and accurately
- Contacting Insurance Companies regarding denials and discrepancies
- Review unpaid services from prior periods, correct and rebill if necessary
- Monthly Insurance Reporting to the County Board.

## **Qualifications:**

### **Education/Experience:**

Associate degree in medical or related field is preferred. Minimum of 3+ years of medical billing experience required. Knowledge of Medicaid and Commercial Insurances required. Behavioral health experience a plus. Working knowledge of electronic healthcare billing systems. Understanding of billing procedure and CPT code entry accuracy.

### **Miscellaneous requirements:**

Criminal background check, pre-employment drug screen; clear driving record and annual required employee trainings.

### **Personal:**

The ability to handle multiple tasks and to adapt to changes in policies, regulations, and procedures and customer service experience. Organized and task oriented. Ability to work with staff and management at all levels. Possess the interest and desire to be cross trained in various fiscal and billing related functions. Must have strong numerical aptitude and customer service skills

Technology: General office procedures and computer skills necessary including Microsoft products.

Non-Exempt: Eligible for over time

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THROUGH AFFIRMATIVE ACTION  
EOE-M/F/H including persons with disabilities and veterans