

COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA
Health Programs
Job Description

Job Title: Behavioral Health Billing Specialist

Reports To: Billing Manager

Areas of Responsibility: Responsible for assisting the Billing Manager in all aspects involving billing for behavioral health encounters.

Major Duties:

1. Complete processing and transmission of encounter claims (electronic and or mail) daily. Proof claims for correct amounts and completeness prior to submission.
2. Work with billing manager and or billing company to follow up on rejected claims making corrections and resubmit claims.
3. Work with billing manager and or billing company to post personal and insurance payments into the electronic medical record.
4. Respond to patient inquiry calls.
5. Coordinate with Billing Manager to complete ongoing audit tracking of accounts receivable.
6. Coordinate with Billing Manager to initiate collection procedures for past due accounts.
7. Maintain confidentiality of all records/ communications.
8. Perform other duties as assigned.

Working Conditions:

- Clinic environment 90%, 10% training, meetings, and community interaction.
- Must be flexible to work irregular hours as needed
- The noise level in the work environment is above average.

Physical Requirements:

- Ability to bend, stoop, squat, crouch, push and pull file drawers.
- Fine manipulation of hands for repetitive action.
- Must regularly talk, hear and have close vision ability.
- Occasionally lifting and carrying up to 25 pounds.
- Physically and emotionally able to work with other staff and families.

Minimum Qualifications:

Grade: 9

1. High School diploma or GED required.
2. Prefer one year experience in a health care and or behavioral health setting.
3. Experience in initiating and processing calls with insurance companies and or patients.
4. Ability to develop and utilize an understanding and comprehension of medical and dental terminology.
5. Have computer skills to navigate and input data into established medical software. Must be able to type 30 wpm/9,000 keystrokes per hour.

6. Have general knowledge and understanding of data collection and invoice activities for first and third party claims and management of accounts receivable and reporting criteria.
7. Ability to work independently.
8. Ability to work with culturally diverse groups of people
9. Bilingual Spanish is preferred.

Grade: 10

1. Meet the minimum qualifications above;
2. Two year experience in a health care related billing and invoice setting.
3. Skill in using medical and dental terminology appropriately and correctly to the extent required by the position.
4. Documented training and experience in appropriate coding methodology.

Grade: 11

1. Meet the minimum qualifications above;
2. Four years successful experience in a health care related billing and invoice setting.