

JOB NOTICE

Compass Family & Community Services
535 Marmion Avenue
Youngstown, Ohio 44502

Date Re- Posted: March 28, 2016

Closing Date: April 8, 2016 or until filled

APPLICATION PROCEDURES: Send letters of intent and resume to Box F-MBill, Danielle Lazor, Compass Family and Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502. All letters must be received no later than 4:00 p.m. on the last day for filing application.

Department: Fiscal

Title: Medical Billing Specialist

Salary \$: Full Time with benefits. Competitive salary depending on experience

General Duties:

Create and approve claims for services provided for MACSIS and Medicaid

- Accurate Claim batch creation for MACSIS and Medicaid files to Heartland and Medicaid (MITS)
- Correct claim errors prior to submission to prevent denials.
- Provide processed claim information and amount due to Accounts Receivables.
- Creating claims weekly to ensure consistent cash flow.

Download RA's from MACSIS and MITS into Carelogic to post payments. Maintain copies of billed services- Remittance Advice and status of claims

- Daily downloading Remittance files from various payer sites
- Download receipts to Carelogic open invoices in a timely manner.
- Research payment variance and adjust client balances as necessary.
- Maintaining documentation of approved Remittance Advices clearly identified by batch numbers for tracking and audit tracking.

Researching Failed Claims updating current payers and re-billing corrected denied claims

- Updating payer information for MACSIS and Medicaid files as information changes for individuals admitted for services.
- Correct claim errors based on changes in payers listed in the ECR.
- Assist Clinical staff in entering correct information as payers change during treatment period.
- Collect and contact Private Insurance carriers regarding coverage for services.

Billing of Commercial Insurance and Self Pay Payer sources

- Updating payer information for files as information changes for individuals admitted for services.
- Collect and contact Private Insurance carriers regarding coverage for services.
- Update approved provider information with Insurance carriers.
- Advise staff of eligibility to provide services when clients are admitted.

Submission of MACSIS enrollment forms and entering UCI's

- Completing MACSIS enrollment information for new clients and forwarding to the TCMHRB for client UCI numbers.
- Ensuring enrollment information is complete and correcting information within the ECR if applicable.

Customer Service Representative

- All aspects of client appointment management, scheduling, resetting or canceling within the electronic Clinical Records (Carelogic) program.
- Greeting and assisting consumers and referral sources with information that may be requested whether written or verbal. Collection of Client fees and program payments.

Qualifications:

Education/Experience:

Associate degree in accounting, medical or related field is preferred, but not required. 3+ years of medical billing to commercial insurance carriers and Medicaid payers required. Electronic Clinical/Medical records and service documentation experience required. Electronic submission of claims and payment remittance experience required. Working knowledge of electronic healthcare billing systems. Understanding of billing procedure codes, CPT code entry accuracy and payer to input provider information. General office procedures and computer skills necessary including Microsoft products. Customer service experience.

Miscellaneous requirements:

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

Personal:

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

Physical demands:

Ability to effectively manage and adapt to a varied and fast pace working environment.

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

Non-Exempt: Eligible for over time

AN EQUAL OPPORTUNITY EMPLOYER - SERVICE PROVIDED
THROUGH AFFIRMATIVE ACTION
EOE-M/F/H including persons disabilities and veteran