



Job title	<i>Billing Specialist</i>
Reports to	<i>Director of Operations</i>
Classification	<i>Non-Exempt/Full-Time</i>

Job purpose

Maintain the billing for the family preservation and Terros program while coordinating with the Director of operations, providers and the controller.

Duties and responsibilities

- Process flex funds for special program funding.
- Gather documents to bill plan provider.
- Ensure accuracy of client guarantor set up.
- Process payments for cash paying clients
- Prepare and process monthly invoice billing for various specialized programs.
- Post payments to Claimtrak.
- Monitor payments and resubmit billing invoices as necessary.
- Verify clients' enrollment in state Medicaid plan.
- Filing
- Coordinate and track clients' insurance.
- Prepare cash balance statements
- Collect and process payments clients' payments made via cash, credit or check.
- Gather and process documentation for DCS and Families First Program
- Other duties as assigned.

Qualifications

- At least one year experience with medical billing.
- Knowledge of flex funds
- Some college or post-secondary school
- Some knowledge of the Regional Behavioral Health Authority (RHBA) Billing practices.
- Knowledge of the Department of Child Safety (DCS) Program.
- Knowledge of the state Medicaid program – AHCCCS
- Must have basic computer skills
- Preferred knowledge of ClaimTrak software, but not required

Working conditions

Critical deadlines, Paperwork

Physical requirements

Long periods of sitting in front of a computer screen, sitting, keyboarding and speaking.