

Position Description:

Renaissance Behavioral Health Systems is looking for a **Business Office Assistant** to join its Business team in the Jacksonville area.

The Office Assistant provides administrative and clerical support to the Business Office for Renaissance Behavioral Health Systems and Mental Health Resource Center.

Some of the duties include but are not limited to:

Business Office:

- Provides phone coverage in the Business Office. This includes providing general customer service and problem resolution for insurance companies and customer inquiries.
- Prepares, reconciles and delivers all cash and receipts to bank.
- Composes letters/memos for interoffice and external communication.
- Monitors inventory and orders office supplies.

Patient Accounts:

- Responsible for the filing and maintenance of all correspondence related to individuals served and patients.
- Upon receipt of Explanation of Benefits (EOB) from insurance companies, reconciles payment against billing and generates and mails letters with balances due to patients.
- Prepares and submits monthly patient statements and special invoicing.
- Provides billing and collection support.

Position Requirements:

In order to be considered, candidates must have a High School diploma or equivalent **and** one year general office experience is required.

Experience working with Electronic Health Records (EHR) preferred.

Proficiency in Microsoft Office programs and use of the Internet.

Requires telephone interactions with individuals who may have a mental illness.

Position Details:

Part Time Shift: Monday through Friday, 9:00am to 2:00pm

This part time position offers a partial benefits package.