

NOTIFICATION OF JOB VACANCY

Posting Date: 4/2/2019
Department: Fiscal Services
Position: **Business Support Specialist – Dental**
Shift: Regular Full Time

MHHS Description: Minnie Hamilton Health System (MHHS) is a Federally Qualified Health Center (FQHC) that owns and operates a Critical Access Hospital with 18 Acute Care/Swing Beds, 24 Long Term Care (Nursing Home) Beds, a Level IV Trauma Emergency Department, Rural Health Clinic, Primary Care practices, and a Dental practice, serving nearly 20,000 residents in central WV.

Job Duties:

- Responsible for accurate and timely review of patients accounts to make financial arrangements based on current collection policies.
- Ensures that the defined Quality Control Program and completeness of financial and demographic information provided to the Business Office by all areas of patient registration is maintained.
- Verify third party coverage.
- Performs quality audit program for all divisions of patient accounting.
- Coordinates external 3rd party – insurance carrier audits of patient accounts.
- Reviews credit balances and resolves.
- Responsible for accurate and timely entry of charges, credits, payments and adjustments to patient accounts.
- Responsible for timely submission of claims, rebilling, third party follow-up, refunds and determination of collect ability of all patient accounts.

Specific Requirements:

- High school graduate.
- Knowledge of third-party payer requirements.
- Excellent telephone communication skills.
- Knowledge of admitting and credit policies and procedures.
- Computer literate: PC's and hospital based.
- One year admitting and/or insurance billing experience in healthcare.
- Demonstrated ability to work well with the public and other hospital departments.
- Verbal and written communication skills must be well demonstrated.
- Knowledge of medical/dental terminology preferred.

Opportunity offers the following:

Competitive salary. Excellent benefit package including: health, dental, vision, life insurance, 401k, and Paid Time Off (PTO.) MHHS is an equal opportunity provider, and employer.

Submit application/resume mailing to: Minnie Hamilton Health System
Attn: Human Resources Department
186 Hospital Drive
Grantsville, WV 26147

Email to: shelia.gherke@mhhs.healthcare
Submit on-line application at: <https://www.mhhs.healthcare/employment-application.html>

Last day to apply for position: Open until filled.