



Medical Billing Specialist

Are you a team player with a passion for mental health, a strong integrity, and understand electronic health records billing and coding?

Do you enjoy working in a positive, family friendly environment?

Then Family Pride is the place for you!

Family Pride of Northeast Ohio is a growing counseling agency that provides a variety of counseling and support services to children, youth and families throughout northeast Ohio. Family Pride is a person-centered, solution-focused, trauma-informed agency that helps clients and families feel stronger, healthier and happier. Our goal is meet families where they need it the most to help them be healthy, stay together, and allow each family member to find their place in the family and community. To do this, we offer services in clients' homes, school, work, throughout the community, and at our office locations in Chardon, Middlefield, and Ashtabula.

Family Pride of Northeast Ohio, Inc is currently looking for a **full-time Medical Billing Specialist**. The Billing Specialist is responsible for the following billing and administrative duties:

- Process all claims for Managed Care Organizations (MCO's), commercial insurance, Medicaid, Medicare and contracted entities
- Download RA's from the various payer source
- Post all payments and denials efficiently and accurately
- Contact Insurance Companies regarding denials and discrepancies
- Review unpaid services from prior periods, correct and rebill if necessary
- Communicate with Office Administrator, staff, and clients regarding insurance information, billing process, balances and setting up payment plans
- Review monthly statements and balances for mailing and follow up process
- Assist clients with billing questions/concerns including discussing billing process when insurance is terminated
- Process any client refunds
- Contact clients with past due balances
- Generate letters to patients and providers for late, uncollected payments
- Oversee the employee credentialing process
- Run bi-weekly A/R reports for director's review

- Maintain strictest confidentiality of patient private health information (PHI) by disclosing only information requested.
- Performs additional duties as requested by upper management.

Requirements:

- Associate's degree in medical billing or related field is preferred.
- Minimum of two years of medical billing experience and knowledge of Medicaid and Commercial Insurances required. Behavioral health experience a plus.
- Working knowledge of electronic healthcare billing systems. Understanding of billing procedure and CPT code/ICD-10 code entry accuracy
- Ability to multi-task and adapt to changes in policies, regulations, and billing procedures
- Good communication skills
- Must have strong numerical aptitude and customer service skills

All employees are subject to a criminal background check, clear driving record and annual required employee trainings.

BENEFITS:

We offer competitive pay, sick and vacation time, extended holiday times including your birthday off, as well as Medical, dental, vision, and life insurances, and retirement benefits.

For more information - please contact our website at www.familyprideonline.org or contact Angela Daugherty, Executive Director at 440-286-1553 with questions. You may also email your cover letter and resume to adaugherty@familyprideonline.org or send via fax to (440)286-1318.