



## Myrtle Recovery Centers

**Title:** Billing Specialist

**Status:** Full Time

**FLSA:** Nonexempt

### Job Duties:

- Demonstrates working knowledge of and maintains updates of Federal, State and other payer billing guidelines; utilizes payer websites for claims follow-up.
- Work directly with customers and/or third-party payors to ensure the billing is accurate and compliant with the payor's guidelines and timely processing.
- Perform collection efforts to ensure accounts receivable balances are managed in accordance with target balances.
- Responsible to process credit card payments and reconciling receipts with bank log.
- Research misapplied payments, adjust and reconcile accounts.
- Reviews denials to determine appropriate action based on the carrier requirements.
- Responsible to verify the accuracy of information between the EOB and the billing system. Will require posting rejection codes, adjustments, and payments per the EOB for appropriate denial tracking and analysis.
- Addressing and resolving customer questions and issues relating to invoices.
- Responsible to verify payments have the correct information (authorization numbers, patients accounts, etc.) and appropriately posted CPT.
- Perform other duties as assigned to meet the goals and objectives of the Company.

*This description is not designed to cover or contain an inclusive list of duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

- **Education and Experience:**
- Bachelor's degree in healthcare accounting or related field. Relevant experience in lieu of education will be considered
- Minimum of 3 years' experience. Billing experience in Behavioral Health/substance abuse disorder required
- Proficiency in medical terminology, coding, and billing processes



- Proficient in MS Office, electronic health records and insurance verification software
- Exercises discretion and good judgment in communicating account information to third parties
- Strong organizational and multitasking skills
- Ability to work independently and as part of a team
- Detail-oriented with a high level of accuracy and demonstrate critical thinking problem solving
- Professional personality with good people skills including team collaboration
- Excellent communication (verbal and written)

**Experience:** One (1) year in a hospital setting preferred

**Position Salary (DOE)**

- 18.00 - 25.00 per hour