

**Job Description**

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| **Job Title** | **Billing and Credentialing Specialist** |
| **Department/Program** | **Administration** |
| **Location** | **Derby** |
| **Supervisor** | **Dir. of Finance & Admin.** |
| **Classification/FLSA Status** | **Full-time Non-Exempt Grade: 3** |

**Integrity • Collaboration • Quality • Compassion • Dedication**

**Job Summary**The Billing and Credentialing Specialist is responsible for credentialing new and current providers with Insurance Plans, assisting with billing functions to obtain revenue and payment including maintaining account receivable reports according to our policy and procedure manual.

**Responsibilities**

* Posting of payments received from claims submissions.
* Credential all new providers and ensure current providers are up-to-date with all insurance plans
* Assist with timely and accurate entering and submission of billing information.
* Ensure denials are followed up in a timely manner through reconciliation.
* Prepare aging reconciliations. Monitor and pursue collections of delinquent accounts with insurers.
* Collect outstanding balances. Utilize compassion and understanding with clients and establish payment plans when needed.
* Ensure billing complies with all regulations.
* Develop a relationship with billing software vendor.
* In coordination with Medical Biller and Director of Finance, manage billing software set up and address work tickets.
* Maintain and update billing and A/R policies and procedures.
* Comply with all federal and state regulations and agency policies pertaining to HIPAA and false claims laws.
* Perform all other job-related duties as assigned by Director of Finance.
* Compliance and Values
* All employees are expected to follow all laws and regulations governing our Agency and to always be accountable for compliance.
* All employees are expected to provide the very highest level of service when working with Agency clients, employees, and Agency stakeholders and their work ethic should reflect Harmonia’s core values.

**Qualifications:**

* Demonstrated knowledge of computer skills, including Microsoft Excel. Knowledge of billing software programs; TenEleven ECR, mental health billing preferred,
* Knowledge of billing regulations and processes.
* Ability to analyze, detect, and resolve billing issues and reconcile accounts.
* Works well and can switch tasks quickly and easily in a fast-paced, changing environment
* Attention to detail and ability to complete work tasks with integrity
* The ability to work through claim issues by using a logical and organized approach.
* The ability to collaborate with others within a culture of dedication, passion and joy. This includes clinicians, administrative staff, management, clients and vendors.
* Reliable, responsible, and dependable candidate who can follow through with instructions.
* Good communication and listening skills.
* Efficient time management skills to ensure timely completion of tasks.
* Integrity, respect, confidentiality: Instills mutual trust and confidence, creates a culture that fosters high standards of ethics, behaves in a fair and ethical manner toward others.

Education:

Minimum Degree Required: Associates Degree or similar Combination of Experience and Education will be considered.

Certifications in credentialing and billing a plus

Experience:

Minimum Experience Required: 5 years medical and institutional billing and accounts receivable. Knowledge of APG and rate code billing, mental health experience preferred.

Qualifications

* Excel and other computer skills
* Billing software experience, priority to 10e11
* Thrives in a continuous learning environment.

Reports to Director of Finance

Filename: Job Descript. for Credentialing.Billing Specialist