

POSITION: Billing Associate

POSITION SUMMARY:

Performs Entry Level Fiscal functions for the agency.

JOB RESPONSIBILITIES

- Assist with performing all billing functions for the entire agency as assigned, including, but not limited to, client utilization & authorizations.
- Review Electronic Visit Verification (EVV) reports and submit export to aggregator. Review and ensure claims have been processed.
- Prepare and submit invoices/batch billings to appropriate funder/payer.
- As assigned, perform internal audit procedures on billings, research denials, and report authorization changes to appropriate staff/director for correction. Rebill once corrected. Assist with payment reconciliation.
- Back up to other Accounting functions as needed.

POSITION REQUIRMENTS:

- High school diploma and at least one to three years related billing experience and/or training.
- Must have a high level of attention to detail, ability to comprehend system process and critical thinking skills.
- Very strong math, data entry, organizational, interpersonal, communication and writing skills.
- Ability to work independently, to set priorities and follow through on details.
- Required background checks and clearance.