
Job Title: Billing Administrator**Department:** Early Intervention**FLSA Classification:** Hourly**Reports to:** Director of Early Intervention**Hours:** Flexible, Part time**JOB SUMMARY**

This position is responsible for administering and managing all medical billing/coding, government billing and accounting functions for Early Intervention Services. Work with Full Charge Bookkeeper, Hawks IT and program director to develop and implement billing policies and procedures and evaluate for ongoing efficiency and improvements.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Verify insurance coverage for clients and obtain necessary physicians' referrals and authorizations.
2. Ensure that all DDA applications and EISA forms are submit prior to month end.
3. Work with program director to prepare monthly billing statements.
4. Prepare monthly co-pay billing statements.
5. Post all payments and charges in database and MIP.
6. Audit all insurance records/claims and resubmit if necessary.
7. Maintain organization and completeness of billing records.
8. Communicate with insurance companies, clients, full charge bookkeeper, coworkers, and other external agencies via phone and written correspondence.
9. Monitor contracts and increase preferred provider agreements including paneling, provider credentialing, and identifying proper ICD codes as well as any other requirements. Maintain knowledge on current coding practices and software.
10. Responsible for credentialing and maintaining therapists are approved providers with insurance companies.
11. Adhere to HIPAA regulations.

MINIMUM QUALIFICATIONS

1. Education
 - Required: BA degree or equivalent experience
 - Desired: Certification in Medical Insurance Billing and Coding
2. Experience
 - Three years of coding experience and extensive background and expertise in ICD-10, CPT coding.
 - Working knowledge of Office Ally, Provider One, OneHealthPort
3. Other required Knowledge, Skills and Abilities:

- Error free data entry skills
- Excellent oral and written communication skills, particularly when contacting insurance companies or clients.
- Must have excellent interpersonal skills and work well with others
- Must be highly competent in use of computers

EQUIPMENT USED

- Typical office equipment including computers and computer peripherals, copy machines, fax machines, etc

MENTAL & PHYSICAL DEMANDS/WORKING CONDITIONS

- 1 Mental Effort
 - Sherwood offers a positive work environment with supportive leadership staff. This position will demand multi-tasking and flexibility in tasking.
- 2 Physical Requirements
 - Able to comfortably work in an office environment, including sitting for extended periods, and communicating clearly.
 - May include stooping, kneeling, reaching, and lifting items up to 20 pounds on an occasional basis.
- 3 Working Conditions
 - Indoor office environment

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

The job description does not constitute a written or implied contract of employment. Sherwood Community Services reserves the right to revise or change job duties and responsibilities as the need arises.

All activities of this position shall be consistent with the agency’s mission “to provide quality community based services and support for children, adults and families, enabling them to live meaningful lives to the maximum of their capabilities.” The person filling this position will have the commitment to work effectively with diverse populations, including persons with disabilities.

All qualified applicants will receive consideration without regard to race, color, sex, religion, creed, marital status, age, Vietnam era disabled veteran’s status, sexual orientation, pregnancy or presence of any sensory, mental or physical disability. All employment related decisions are based solely on relevant criteria including training, experience and suitability.