If interested in being considered for this position, you must apply on the CrescentCare website using the following link:

<https://crescentcarehealth.org/contact/join-our-team/>

**Medical Billing Specialist**

This positionsupports health care delivery at non-profit, federally qualified health center (FQHC). The role focuses on the insurance claims process including processing insurance remittance and rejections, addressing unpaid claims, and monitor aging for timely payment of assigned payors. Responsibilities include, and are not limited to the following:

Processing of Third-Party Claims

Coordination of Insurance Billing

Quality Assurance of Revenue Cycle

**Competencies for Success**

Knowledge of billing and coding regulations, CMS regulations and FQHC billing guidelines

Knowledge of regulatory and legal requirements associated with billing activities

Excellent analytic, problem solving and organizational skills

Individual must have strong knowledge of medical insurance billing and collections

Must have knowledge of ICD10, and HCPCS coding and medical terminology, as well as an overall understanding of managed care products (HMO, PPO, etc.) and Government Payers

Understanding of pertinent regulatory guidelines such as HIPAA

**Requirements**

One (1) year of experience working in healthcare with payment programs such as Medicare, Medicaid, and other third -party insurances

Federal criminal background check

40 hour work week

**Education Requirements**

High School Diploma or equivalent

If hired, documented proof of highest level of education completed must be delivered on first day of employment

**Preferred Qualifications**

Three (3) years of federally qualified billing experience

Billing or Coding Certification, such as, Certified Professional Coder (CPC), Association for Rural Health Professional Coding (ARHPC), AAPC, or American Health Information Management Association (AHIMA) or CCS)

Experience with eClinical Works

Fluent in Spoken and Written Spanish

Federally Qualified Health Center experience (FQHC)

HIV/AIDS knowledge and patient experience

Experience with the LGBTQ community

**Why CrescentCare?**

Our mission is to offer comprehensive health and wellness services to the community, to advocate empowerment, to safeguard the rights and dignity of individuals, and to provide for an enlightened public. We offer a broad range of health and wellness services for anyone and everyone who is seeking healthcare services in Greater New Orleans and Southeastern Louisiana.

CrescentCare is a culturally humble health care facility that welcomes all in the community and Black Lives Matter to us.

<https://crescentcarehealth.org/black-lives-matter>

**What We Do for Our Clients**

Primary Health Care • Pediatrics • Dentistry • Gender Clinic • Behavioral Health • Addiction Recovery

Case Management • Nutrition Programs • Medicaid/Insurance Enrollment • Legal Services

Food and Housing Assistance • Smoking Cessation • Syringe Access Program

Advocacy, Outreach, Education • HIV/Hep. C/STI Testing and Prevention • COVID-19 Screening

**Our Offer to You: An Extensive Benefits Package**

All Employees are W-2 Status

Employer Paid Benefits: Dental, Employee Wellness, Employee Assistance Program, Life Insurance

11 Paid Holidays, in addition to Vacation and Sick Days

Medical Insurance (Two Plan Options)

Vision Insurance

Long-Term Disability

Short-Term Disability

401(k) Plan – 1.5% Employer Contribution; additional Employer match with Employee Contribution

Discount Programs

\*No Relocation Package Available

\*No Work Visa Sponsorship Available

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*We are an Equal Opportunity Employer and do not discriminate against employees or applicants on the basis of race, color, national origin, ethnicity, citizenship status, religion, age, gender identification, pregnancy, marital or familial status, gender or sexual orientation, veteran or military status, physical or mental disability, genetic information, or on the basis of any other status protected by law, and in compliance with applicable federal, state and local laws.*