

## **Medical Billing Specialist**

This position supports 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.

### **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

**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/>

*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.*