**Medical Billing Specialist I**

This positionsupports health care delivery at non-profit, federally qualified health center. 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.

**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.

**Services Offered**

LGBTQ Health & Wellness, Transgender Health Services, Adult Primary Medical Care, Women’s Health, Pediatrics, Behavioral Health, Dental Care, PrEP/PEP Services, Hepatitis C Services, STI Testing & Treatment, Additional HIV Support Services, Harm Reduction Services, Health Education, Medical Nutrition Therapy, Legal Services

**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

**Requirements**

* One (1) year of experience working in health care with payment programs such as Medicare, Medicaid, and other third -party insurance required
* Demonstrated technical skills to use electronic health record, incident reporting system, email, and other information systems.
* Knowledge of billing and coding regulations, CMS regulations and FQHC billing guidelines
* Knowledge of regulatory and legal requirements associated with billing activities.
* 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.
* Ability to handle multiple projects and escalated situations
* Ability to work independently in a proactive manner
* Understanding of pertinent regulatory guidelines such as HIPAA
* Excellent verbal and written communication skills
* Demonstrated ability to complete complex projects
* Federal Criminal Background Check

**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**

* Fluent in Written and Spoken Spanish
* Federally Qualified Health Center (FQHC) experience
* HIV/AIDS Knowledge and Patient Experience
* Experience with the LGBTQ community

\*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://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=77586&clientkey=5F5F5E57795400143D302CCF0F9143DD>

*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.*