

Christian Family Care Agency

**3603 N. 7th Ave.
Phoenix, Arizona 85013
4/23/2010**

CFCA has an immediate opening for the following:

Senior Billing Specialist :

This is a 32-40 hour position. The agency office hours for this position are Monday through Friday , 8:30 a – 5:00p,

The Senior Billing Specialist is responsible for all aspects of insurance billing in our Counseling program. This position requires working knowledge and experience in medical billing (CPT & HCPC billing codes) , accounting, and general financial administration. Prior medical billing experience using Claimtrak software and/or accounting experience using Peachtree software is preferred. This involves tracking authorizations for treatment with Magellan Health of Arizona, verifying insurance coverage of private clients, third party liability, and using EDI software billing. Directs problem resolution for denials, appeals, authorizations, and missing progress notes.

-Serves as primary insurance billing specialist for agency and claims resolution.

-Works with agency therapists to process progress note billings using Claimtrak software.

- Maintains data integrity of Peachtree Complete Accounting and Claimtrak Billing related to aged Accounts Receivable transactions : Invoices, customer payments, and Magellan recoupments. Generates accurate customer statements on a monthly basis

-Works closely with Counseling intake staff regarding : insurance eligibility , authorizations, and credential paperwork.

-Compiles claim data for volume and billing encounter totals per PNO contracts and single case agreements.

-Performs a variety of clerical/administrative responsibilities on a daily basis.

Skills/Requirements:

This position requires: High school diploma or equivalent, post high school specialized training in medical billing, minimum three to five years of insurance billing and/accounting, or administrative experience, preferably in a social service or behavioral health setting. Excellent interpersonal, computer and organizational skills are required. Accounting experience using Peachtree software is desirable. Requires excellent problem-solving skills, attention to detail, and ability to follow-through for ongoing tasks. Compensation will be based on work experience.

The person in this position shall have exercised Christian convictions that demonstrate adherence to the Christian Family Care Agency statement of faith and must endeavor to govern all aspects of life in such a manner as to display conduct consistent with the CFCA statement of faith.

Please submit cover letter and resume to CFO, Larry Larsen llarsen@cfcare.org and HR Director , Lisa Costantino at lcostantino@cfcare.org.