

Billing Specialist

A Full Time Billing Specialist position is available at the Range Mental Health Center's Bell Building in Virginia. Application for employment should be downloaded from under the careers tab at www.rangementalhealth.org and submitted on or before October 13, 2017 via one of the following options:

Mail: RMHC, Attn. HR, P.O. Box 1188, Virginia, MN 55792
Fax: 218-741-3080
Email: rtardy@rangementalhealth.org

Essential Functions:

1. Process claims including electronic media billing, paper claims, and rebills
2. Determine and process adjustments to accounts of the people we serve
3. Process payments, including daily cash receipt register, application of payments to people's accounts, and account transfers
4. Handle billing inquiries via phone and in person
5. Complete collection process according to collection policies
6. Coordinate with other departments to facilitate and disseminate information relevant for claims processing and payment
7. Follow all Federal guidelines in accordance with the Department of Labor's statutes and laws and any other regulatory agencies.

Other Responsibilities:

1. All other duties as assigned

Minimum Qualifications:

1. High School Diploma or equivalency
2. Philosophical approach consistent with Range Mental Health Center's mission
3. Experience in insurance, medical billing, or medical coding is preferred

Skill Requirements

1. Ability to organize and prioritize tasks
2. Ability to maintain confidentiality
3. Flexibility to meet demands in a fluid and changing environment
4. Ability to use and operate accurately a computer keyboard
5. Ability to use and operate accurately a calculator and adding machine
6. Assertiveness sufficient to complete essential functions
7. Ability to handle significant daily stress
8. Ability to work independently with minimal direction and as part of a team
9. Ability to identify problems and possible solutions and make recommendations
10. Ability to exercise sound judgment in the performance of essential functions
11. Ability to accurately process numerical and statistical information
12. Ability to communicate English in a manner that is sufficiently clear as to be easily understood both verbally and in writing
13. Ability to effectively communicate with co-workers, the people we serve and outside parties

Physical Requirements

1. Ability to sit and stand for long periods of time
2. Ability to climb stairs
3. Ability to operate a keyboard
4. Ability to lift 10 pounds
5. Sufficient vision to utilize a computer monitor
6. Sufficient hearing acuity to accurately record or respond to another party both in person, on the phone, and in a group setting

EOE/AA