

Collections, Eligibility, and Referral Specialist

A Full Time Collections, Eligibility, and Referral 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. Sufficient knowledge of the billing process so as to be able to readily identify accounts with outstanding balances
2. Assertiveness sufficient to contact and address outstanding account balances
3. Ability to communicate options available to bring account into good standing
4. Ability to identify problems, recommend solutions, and develop repayment agreements according to established policy, procedure, and best practices
5. Ability to discern when to refer accounts with outstanding balances to a third party collection facility
6. Complete necessary documentation to document communications with the people we serve
7. Communicate with service providers need for collections intervention
8. Complete admissions process for new and reopened people, identify appropriate level of provider based on third party payer requirements, refer the people we support to appropriate source for services
9. Enter all admitting, demographic, insurance, and other relevant information into the appropriate data processing and record keeping system
10. Initiate managed care case authorizations and track prior authorizations and precertification's
11. Verify insurance benefits with third party payers
12. Act as a resource to clinical staff, coworkers, outside agencies and individuals regarding insurance coverage, billing and grant eligibility issues
13. Review all admissions from RMHC residential units and ensure all appropriate paperwork is completed and entered into data processing systems.
14. Coordinate with Mental Health, CD Inpatient, Wellstone Center, Merritt House, and all other RMHC units to verify all billing information
15. Maintain expertise on all billing functions in order to act as an information source for the people we serve; RMHC management, billing and records; and outside agencies regarding insurance coverage, billing and grant eligibility.
16. Coordinate with billing department and clinical staff to obtain appropriate prior authorizations
17. Initiate managed care case authorizations and track prior authorizations and precertifications.
18. Verify insurance benefits with third party payers.
19. 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 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. Ability to deal with significant daily stress
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