

# BILLING SPECIALIST

## **Position Overview:**

Under the supervision of the Executive Director and the Associate Director for Aging Services and Waiver Program Supervisor, the Billing Specialist performs billing duties for Medicaid programs and other tasks as assigned.

## **Duties & Responsibilities:**

- Complete billing for waiver services, as directed by the Waiver Program Supervisor and Associate Director for Aging Services;
- Responsible for researching and rebilling (as needed) problem or unpaid claims and notifying the Waiver Program Supervisor and Associate Director for Aging Services of assistance required to assure maximization of reimbursement;
- Assist PDS Fiscal Officer in assuring accuracy with application of the Accounts Receivable/Remittance Advice (AR/RA) by communication regarding problematic or unusual claim amounts;
- Assist waiver staff with work responsibilities that may assist with the billing processes as assigned by the Waiver Program Supervisor and Associate Director for Aging Services.
- Attend the PDS (service advisor and financial) meetings as scheduled and offer input regarding program processes and operations to assist in assuring regulations are met;
- Provide education and support to the aging department staff member assigned to have a billing responsibility to assure cross training of the billing function
- Assists with Aging Department operations to assure that accurate and quality care is provided. This could include cross training in ADRC and other departmental operations.
- Other duties as assigned.

## **Education & Experience:**

High school graduate or equivalent with at least one (1) year related work experience. This position may require skills testing.

## **General Qualifications:**

- Knowledge of modern office practices and procedures, including experience in word processing and specifically spreadsheet applications; knowledge of and appreciation for modern office equipment.
- Must be extremely detail oriented and be able to accurately follow directions as well as taking pride in maintaining the quality standards of this office.

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- Ability to establish and maintain effective working relationships with other employees.
- Use good judgment and be courteous, tactful, neat in appearance, and resourceful.
- LTADD is a drug free work place and an EOE, AA, ADA, Title VI employer. This position may require skills testing.

### **Work Site:**

Sitting behind a desk at a computer terminal for hours at a time. Must be able to efficiently keyboard and operate standard office equipment such as copiers and calculators.

### **Work Place Hazards:**

Operation of various office equipment represent the only known hazard in this position. This is a highly demanding position with very stressful periods due to responsibilities and deadlines.