

**JOB VACANCY NOTICE****POSTED: 7/28/10**

Job Title: Reimbursement Specialist	Program: Business Office
Supervisor: Dir. Of Customer Relations and Business Operations	Working Hours: 40
Position Supervised (if any):	Job # 100004

Critical features of this job are described below. They are subject to change at any time as duties, tasks and functions are assigned or re-assigned by management.

1. SUMMARY OF MAIN DUTIES: To perform accounts receivable functions including billing third party payers, accounts receivable tracking, collections and follow-up. Record keeping necessary for third party reimbursement and compliance with accounting requirements and government regulations. To maintain accurate client billing database in the agency computer system. To establish and maintain excellent rapport with third party insurance contacts.

2. JOB DUTIES:

1. Verify/confirm charges to generate appropriate claim forms and invoices for third party payers.
2. Post receipts and verify deposit with AP.
3. Submit claims/invoices with required documentation to payers; electronic claims.
4. Follow-up with payers to confirm receipt of claims and determine expected date of payment.
5. Research and resubmit all claim denials and/or suspensions.
6. Collect client accounts, follow-up with insurance companies and/or clients for all outstanding accounts.
7. Maintain database/payer and client billing charts.
8. Generate weekly/monthly financial reports as requested by supervisor.
9. Establish good rapport and cooperative working relationships with agency personnel as well as clients, referral sources and third party payer contacts.
10. Perform other duties as directed or required.

3. PROFESSIONAL STANDARDS, EXPERIENCE, TRAINING AND/OR EDUCATION NEEDED:**A. SKILLS**

- Ability to work independently.
- Knowledge of CPT and NPI Codes
- Understanding of basic billing procedures.
- Ability to prioritize and sense urgency.
- Excellent written and verbal communication skills.
- Excellent organizational skills.
- Computer, data entry skills (word, excel, etc).
- Proficient use of office equipment - fax, copier, computer, printer, calculator.

B. PROFESSIONAL AND LEGAL STANDARDS

- Use and disclose PHI only as authorized, as necessary to carry out job duties
- Complete privacy and security training
- Report suspected violations including those of a business associate or contractor

C. EXPERIENCE

- Minimum of two years experience in third party billing/collections required.
- Prior experience in a health care environment
- Knowledge of electronic claims processing

D. TRAINING AND EDUCATION

- High school diploma or GED
- Excellent math skills

For a copy of the job description, job vacancy application, or other inquiries contact Doris Brissette Ext. 280

Application Deadline:**To apply for this position, please submit a completed Job Vacancy Application to:**

Forward Resume to: (Please refer to job # 100004 when applying)
Doris M. Brissette Human Resources Manager
Meeting Street 1000 Eddy Street, Providence, RI 02905
Tel: 401-533-9280, Fax 401-533-9101 or email: resumes@meetingstreet.org