



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

Billing Clerk

Job Information

Job Type: Full-Time

State Pay Grade: E

Program: C&A Clinic

Location: Muscogee County

Posting Date: 04/11/2018

Application Deadline: Open Until Filled

Position Open to: All qualified applicants

***ENTRY SALARY may be adjusted depending upon the selected candidate's qualifications and agency budget considerations. ***

Submit Completed State of Georgia application to Recruiter:

New Horizons Behavioral Health
1215 2nd Ave
Columbus, Georgia 31901

Fax: (706) 317-5004

Email:
jobs@nhbh.org

Website: www.newhorizonscsb.org

Job Description

Excellent customer service skills in a team environment as well as on the phone with various insurance companies. Compile and maintain documents and records of all billings. Proficiency in time management and organizational skills to ensure accuracy and prompt billing and collections on a daily basis. Monitor online payments on the various web portals to ensure proper payment. Posting insurance payments form all insurances carriers and balancing all monies posted in a timely manner. Handle billing inquiries from customers and various insurance carriers. Some traveling may be required. Proficient in using Microsoft Office to include (Word, Excel, Outlook, and PowerPoint) and basic internet searches using email. Typing is required.

Minimum Qualifications:

High School diploma or GED

Preferred Qualifications:

Prefer Associates degree or Certification in Medial Billing

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The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

New Horizons Community Service Board does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its program or activities. An applicant who has a disability which requires special accommodations should contact this office.

NOTE: APPLICATIONS WILL BE SCREENED AT THE PREFERRED LEVEL.

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. We are also unable to contact applicants who are not selected for a position. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by Human Resources to continue the hiring process.

This position is subject to close at any time once a satisfactory applicant pool has been identified.