



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

Revenue Acquisition Department Coordinator

Job Information

Job Type: Full-Time

Pay: Starting \$65,000-\$75,000 (dependent upon qualifications & experience). **Includes state C.O.L.A.**

Program: RAD Administration

Location: Muscogee County

Posting Date: 5/1/2023

Application Deadline: Open Until Filled

Position Open to: All qualified applicants

Submit Completed State of Georgia application to Recruiter:

New Horizons Behavioral Health
2100 Comer Ave
Columbus, Georgia 31904

Fax: (706) 596-5589

Email: jobs@nhbh.org

Website: www.nhbh.org

Job Description

Provide supervision and support to the Revenue Cycle Manager; Provide supervision and support to the Utilization Management Department; Monitor and process Discharge ASO's; Provide supervision and support to the Operation Department; Provide supervision and support to the Billing department; Conduct trainings; Track and log monthly audits; Attend committee meetings, as assigned.

Minimum Qualifications:

Master's Degree in a helping profession. Supervision experience.

Preferred Qualifications:

Licensed or License eligible. Supervision experience. Knowledge of Utilization Management (UM), Billing, and Operations.

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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 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.