



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

Revenue Cycle Auditor

Job Information

Job Type: Full-Time

Pay: \$30,000 per year; **includes state C.O.L.A.**

Program: Revenue Acquisition

Location: Muscogee County

Posting Date: 12/29/2022

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
2100 Comer Ave.
Columbus, Georgia 31904

Fax: (706) 596-5589

Email: jobs@nhbh.org

Website: www.nhbh.org

Job Description

The candidate's duties include, but are not limited to: Maintaining a caseload of active charts by programs/site; Proactively auditing charts based on upcoming appointments and/or expiring orders / authorizations / treatment plans / consent forms; Contacting the client in order to update chart information and schedule required services such as a Behavioral Health Assessment; Verifying financial information of clients prior to appointments & contacting clients to verify and address any changes; Canceling/Changing appointments as indicated.

Minimum Qualifications:

A high school diploma or equivalent. Must be able to pay close attention to detail. Excellent communication skills. Able to make sound and independent decisions related to chart compliance and updates. Self-motivated and can work with limited supervision.

Preferred Qualifications:

Experience in healthcare setting. Experience with electronic medical records and charts. Back office/auditing/revenue cycle experience.

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.