

JOB TITLE: MEDICAL BILLING SPECIALIST

KNOWLEDGE, SKILLS AND ABILITIES:

1. High School Diploma or G.E.D.
2. Proven work experience as a Medical Biller or similar role, with a track record of success in handling diverse billing responsibilities.
3. Solid understanding of billing software and Electronic Medical Records (EMR) systems to ensure efficient and accurate data management.
4. In-depth knowledge of Medicaid billing and coding rules and regulations, ensuring compliance and optimized reimbursement for Medicaid-covered services.
5. Demonstrate organization and time management abilities and demonstrate verbal and written communication, inter-personal and conflict resolution skills. Problem-solving and organizational abilities, allowing you to navigate complex billing scenarios with precision and efficiency.
6. Excellent written and verbal communication skills to engage with clients, insurance agents and internal team members professionally and empathetically. Mental ability to frequently handle pressures related to simultaneous handling of multiple projects.
7. Experience working in nonprofit industry and/or with nonprofit grants a plus.

OTHER DUTIES & RESPONSIBILITIES:

1. Performs other duties as assigned.

WORKING CONDITIONS:

1. Normal office environment with little discomfort due to heat, dust, noise and the like.
2. May be required to work evenings and weekends on an occasional or ongoing basis.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.