



Billing & Coding Specialist

Location: Albany, Oregon
Reports To: Clinical Manager
Status: Full-Time (Non-Exempt)

Primary Responsibilities

The Billing and Coding Specialist 1) interprets child abuse examination and interview records and completes the fee ticket with appropriate ICD-10 medical and mental health diagnoses and CPT codes, and 2) processes billing to health insurance companies both electronically and by mail. This position reports to the Clinical Manager. Duties include but are not limited to:

Medical Coding and Billing (95%):

- Interpret child abuse examinations and interview records and complete the fee ticket
- Process billing to health insurance companies both electronically and by mail
- Coordinate billing-related accounts receivable with the Accounting Specialist
- Follow up on requests for information from insurers
- Follow up on unpaid or declined insurance billings
- Consult billing involving state agencies and Medicaid
- Data entry and statistic measurements

Other Duties (5%):

- Supervise Medical Administrative Support position
- Scan documents into electronic health records
- Provider credentialing
- Other duties as assigned

Qualifications:

Required Education and Experience:

- Bachelor's degree or equivalent experience
- Training in medical coding and billing processes including ICD-10
- At least one year of experience working as a Medical Coder and Biller
- Experience using electronic records
- Ability to pass criminal background and child abuse registry check

Other Qualifications:

- Excellent verbal and written communication skills; able to read and write English
- Ability to work effectively in complicated situations
- Excellent time management capabilities
- Ability to work collaboratively with team members
- Ability to hear information that may be difficult; be sensitive to trauma

Compensation: Dependent upon experience; salary range from \$19-\$21 per hour. Excellent benefits package offered, including 100% employer-paid medical, dental and vision insurance for the employee, EAP program, paid holidays and a generous paid time off plan.

To apply: All qualified applicants interested in this position are encouraged to apply by emailing a completed application and cover letter to hr@abchouse.org. Please include "B&C Application" in the subject line. The application begins on the next page. Applications accepted until September 15th, 2020. No calls please.

ABC House is an equal opportunity employer committed to respectful, quality care to children and their non-offending family members from diverse racial, ethnic, religious, and nontraditional family forms. ABC House is a drug-free work place. Under the provisions of the Immigration and Reform Act of 1986, the candidate will be required to provide evidence of identity and eligibility for employment.



ABC House

Application for Employment

Billing & Coding Specialist

ABC House is an Equal Opportunity Employer. We will make every effort to meet a request for disability accommodation. If you require accommodation to participate in our application process, please contact us at 541.926.2203 or via email at hr@abchouse.org.

INSTRUCTIONS

Answer each question fully and accurately. If you need additional space, please continue your answer(s) on a separate sheet of paper. No action can be taken on this application until all questions have been answered and it has been signed and dated. Please print or type. The completed application and accompanying cover letter should be emailed to hr@abchouse.org with "B&C Application" in subject line.

PERSONAL INFORMATION

First Name

Middle Name

Last Name

Street Address

City, State

Zip Code

Telephone Number

Email Address

Are you at least 18 years of age?

Have you applied to ABC House before?

When? _____

Are you eligible to work in the United States?

When are you available to begin work?

How did you hear about this position?

EDUCATION

	Name, Address/Location of School	Degree Sought	Number of Years Completed	Did you Graduate?
Undergraduate School				
Graduate School				
Additional Education or Training				

Additional Qualifications, Professional Certifications, & Special Skills

WORK HISTORY

List names of employers in consecutive order with present or most recent employer listed first. If self-employed, give firm name and supply business references. If you worked in any of the positions under another name, please provide name(s). Please give Month and Year for start and end dates

Employer:		Supervisor:		
Address:		Phone:		
Dates From:	To:	Position Held:	Reason for Leaving:	
Duties:				

WORK HISTORY, CONTINUED

Employer:		Supervisor:	
Address:		Phone:	
Dates From:	To:	Position Held:	Reason for Leaving:
Duties:			

Employer:		Supervisor:	
Address:		Phone:	
Dates From:	To:	Position Held:	Reason for Leaving:
Duties:			

Employer:		Supervisor:	
Address:		Phone:	
Dates From:	To:	Position Held:	Reason for Leaving:
Duties:			

REFERENCES

Please list at least three professional references.

Name	Email	Phone	# of Yrs. Acquainted	Occupation/Title

AFFIDAVIT

I certify that, to the best of my knowledge, the information contained in this application is true and complete. I understand that my employment may be denied or terminated if I provide false, misleading, or incomplete information during the hiring process or my employment.

I understand that if I am hired, I must produce applicable documents confirming my identity and showing that I am lawfully authorized to work in the United States, in accordance with the Immigration Reform and Control Act of 1986, as amended.

I understand and agree that my prior employers, educational institutions, and other references, listed or not listed on this application, may be contacted by ABC House. These references are authorized to give ABC House any and all pertinent information they may have. I release all persons or entities involved, including ABC House, from all liability arising from this contact and provision of information.

I authorize ABC House to conduct a criminal history check after an initial interview or conditional offer of employment and understand that unexpunged criminal convictions may be considered by ABC House in making hiring decisions.

I agree to conform to all ABC House's policies, rules, and procedures.

Furthermore, I understand and agree that nothing contained in this employment application, the granting of an interview, or in the offer of employment creates a contract

for employment between ABC House and myself. If an employment relationship is established, I understand that, unless specifically limited in an express, formally executed contract, I have the right to terminate my employment at any time and for any reason and ABC House has the same right.

Name (printed) _____

Signature _____ Date _____

Attach:

- Cover Letter (required)
- Resume or CV (recommended)