



Billing Specialist

Axis Community Health is a nonprofit community health center that has served the Pleasanton/Livermore/Dublin area since 1972. We provide medical care, mental health counseling, drug and alcohol recovery services, and WIC nutrition services for 14,000 Tri-Valley residents. We are eastern Alameda County's only provider of medical care for low income and uninsured residents.

We are seeking a Billing Specialist to work out of our Pleasanton location. This is a full-time non-exempt, Monday-Friday position. The position includes health/dental/vision insurance benefits after successful completion of the introductory period.

For more information about Axis, visit us at: www.axishealth.org

Qualifications:

1. High school diploma or equivalent.
2. Written and verbal fluency in English and Spanish highly desired.
3. One year commercial billing insurance experience is a plus.
4. Computer knowledge, to include Microsoft Excel and Word and 35 wpm keyboarding. Ability to retrieve patient information, input information, and locate information and resources.
5. Knowledge of CPT and ICD coding.
6. Ability to multi-task effectively, organized and attention to detail.
7. Able to work with minimum supervision.
8. Excellent attendance.
9. Ability to effectively and professionally communicate with Axis staff, patients and vendors.
10. Excellent time management skills to meet goals and objectives.

Responsibilities Include:

1. Reconcile daily cash collected at the front desk.
2. Review fee tickets for accuracy, sort by financial class and verify location in the *Practice Management System*.
3. Bill third party insurance according to *the insurance* guidelines.
4. Input pharmacy and lab charges when the invoices are received.
5. Process patient statements and contact patients to arrange payment plans before delinquent accounts are sent to collections.
6. Post insurance payments and follow ups with denials. Follow up on outstanding claims over 90 days *old*.
7. Review and copy Homeless encounter data.
8. Bill for Mental Health and Behavioral Health encounters.
9. Bill Medicare, Crossovers and review denials.
10. Perform other duties as assign by the Billing Manager.
11. Attend trainings and meeting as required.

A background check is part of our hiring process. Axis Community Health is An Equal Opportunity Employer. E-mail your resume to bmello@axishealth.org. Include "Billing Specialist" in the subject line. Please provide a cover letter indicating why you are well suited for this position, and include salary history.