



Liberty House Job Announcement

Billing and Coding Specialist

Part-time—20 - 30 hours

Starting at \$15.00 - \$18.00 per hour

Excellent benefits package

About Liberty House

Liberty House is a nonprofit organization founded in 1999 and dedicated to supporting children and families facing concerns of abuse, neglect, trauma and grief. Our successes lead to vital positive social change and we are looking for a highly organized, energetic and passionate person to join our team. Visit www.libertyhousecenter.org.

Billing and Coding Specialist

You are the ideal candidate if you have excellent organizational and communication skills, and a high level of attention to detail. You will also be a flexible team player with a sense of humor and a strong work ethic. Additionally, you will be inspired to learn and grow personally and professionally and be passionate about making a difference in the lives of families and children in our community.

The Billing and Coding Specialist interprets child abuse examinations and interview records and completes the fee ticket with appropriate ICD-10 medical and mental health diagnoses and CPT codes. Processes billing to health insurance companies both electronically and by mail.

Primary Duties

- 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.
- Scan documents into electronic health records.

Requirements

- 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, preferably NextGen.
- Excellent written and verbal communication
- Must be able to pass a criminal background, DHS Child Welfare Registry and sex offender registry checks prior to employment
- Ability to work independently and as part of a team

- Interest in Liberty House's mission

To Apply

Please email a cover letter, application and resume to: HR@libertyhousecenter.org
Attn. Shirlee Sitton.

Open until filled; priority reviews begin September 20, 2018.

Liberty House is an Equal Opportunity Employer.