



## Medical Billing Clerk

### Summary

Teen Challenge Adventure ranch in Morrow Arkansas is looking for an experienced medical billing specialist who displays high initiative, integrity, and is a team player who can function within a busy ministry. You must be a flexible problem solver and have advanced general computer knowledge, data entry, and extensive medical billing experience.

**Reporting Supervisor:** You will be reporting directly to our billing manager and department head.

Teen Challenge Adventure Ranch is a Christ-centered, licensed, CARF accredited, Non-Profit 40 bed residential rehabilitation ranch which helps boys, ages 14 to 18, recover from various issues that are causing them to seriously damage their future or their physical and emotional well-being.

### Key position responsibilities include:

- Creating invoices and billing materials to be sent directly to a customer or patient
- Searching each financial statement for any payment inconsistencies or errors
- Collaborating with patients or customers, third party institutions and other team members to resolve billing inconsistencies and errors
- Inputting payment history, upcoming payment information or other financial data into an individual account
- Informing patients or customers of any missed or upcoming payment deadlines
- Calculating and tracking various company financial statements
- Set up and implement client billing cycle services and review procedures for best practices.
- Work with clients and insurance companies to obtain accurate VOBs and authorizations before service begins.
- Work with insurance companies and staff to obtain reauthorizations before they expire.
- Be a key part of the onboarding process for new clients.

- Work with the billing manager to provide weekly, monthly, quarterly, and annual reporting to the management team, supplying detailed information on weekly processed and denied claims and all received funds.
- Review client details for errors, correct and update as necessary.
- Track aging claims and provide data to management including denial reasons and solutions on a weekly basis.
- Provide timely follow up on insurance claim status'.
- Work claims and claim denials to ensure maximum reimbursement for services provided.
- Read and interpret all EOBs (Explanation of Benefits) ensuring the accuracy of claims and payments.
- Respond to inquiries by insurance companies.
- Implement, maintain, and provide reports needed for billing purposes.

**Key qualifications to be considered for this include:**

- Ability to work in fast paced high data environment.
- Comfortable working on the phone with clients and insurance companies.
- Experience with Microsoft Office including Excel.
- MUST type at least 40 wpm.
- Ability to learn new software.
- 5+ Years Medical billing experience.
- Proficiency with electronic medical records.
- Able to multi-task and meet tight deadlines.
- Excellent customer service and problem-solving skills.

**Benefits:**

- Pay is dependent on education and experience.
- Health Insurance Options Including HSA With Company Contribution.
- Life Insurance.
- Education reimbursement.
- 403b retirement savings company match.

- Optional dental and vision plans.
- Employer/Employee retirement contributions.

**This position works on-site at our ranch in Morrow Arkansas.**

Job Type: Full-time

Pay: \$20.00 - \$24.50 per hour

Expected hours: 40 per week

Benefits:

- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Tuition reimbursement

Schedule:

- Monday to Friday

Experience:

- Medical billing: 5 years (Required)
- Microsoft Excel: 5 years (Required)