



POSITION AVAILABLE

Position: Supervisor, Medical Billing
Department: Medical Billing
Office: Administration

Posting Date: July 22, 2020
Hours: Full Time M-F 7:30 am – 4 pm
Starting Salary: A55 \$31.19/hour - \$64,875.20/Annual
**** Salary commensurate with experience****

Minimum Qualifications:

- Bachelor's Degree in Business and Certified Medical Coder, five years of experience in medical billing management, knowledge of federal, state and commercial insurance regulations and compliance requirements, skilled in contracting and credentialing, experience in behavioral health coding and billing
- Experience with computer applications/software, including MS Office

Preferred Qualifications:

- Detail oriented, driven to research with strong problem-solving skills.

Responsibilities include but are not limited to:

- Monitors medical billing activities to ensure compliance; establishes strong internal controls; identify billing issues and/or payment discrepancies and recommends possible solutions to claim denials; Answer questions from staff and insurance companies regarding billing issues; train billing staff on claim submission and serves as a liaison to other staff on EMR billing procedures; assists with compliance reviews and internal audits as necessary; knowledge of system software implementation.
- Generates various accounting, financial and statistical reports using spreadsheets, databases and EMR software applications; prepare and analyze monthly, quarterly and annual A/R reports; maintain documentation for annual audits; assists with tracking and reconciliation of patient accounts; research Medicaid and commercial insurance regulations and payment procedure changes; files ODI complaints.
- Provides assistance to staff with preparation and submission of patient information for reimbursement to insurance carrier; assists with tracking and reconciliation of patient accounts; reviews invoices for accuracy for patients and third-party payers (e.g., Medicaid, commercial insurance).
- Supervises staff; approves leave, performs performance evaluations, cross -trains support staff to provide adequate support and to ensure timely completion of assignments;
- May be required to play an active role in the event of a public health emergency, which may include changes in responsibilities and working hours

PHDMC provides a quality, affordable benefits package to full time employees, including the following:

- Vacation, sick and personal leave, Paid holidays
- Membership with Ohio Public Employees Retirement Systems (OPERS)
- Eligibility to contribute to a Deferred Compensation Program (Section 457) plan

How to apply: Complete the application found on our website: www.phdmc.org/about/employment-postings

- Fax, email, or deliver the completed application and resume to Human Resources at:
Public Health – Dayton & Montgomery County humanresources@phdmc.org
117 South Main Street, 2nd Floor Fax (937) 496-3070
Dayton, Ohio 45422

Closing Date to Apply: August 7, 2020 or until position is filled

Position is subject to a criminal background check

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment.

PUBLIC HEALTH- DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION ("BFOQ").