

# Billing Specialist

## Job Description

EMBRACE Mental Health is not your typical nonprofit/community-based organization; our team of clinicians, supervisors and management stand out as highly skilled and supportive, all passionate about providing quality mental health care to the community. To maintain our focus and quality of care, we hire and develop team members that are committed to our mission and values, and foster a strong collegial community and ongoing professional development. Our internal Community + Wellness program provides many opportunities to have fun and learn with colleagues that care deeply for one another.

Currently, EMBRACE Mental Health is looking for a dedicated Billing Specialist to join our team. The role of the Billing Specialist revolves around ensuring accurate client insurance prequalification and billing for EMBRACE payment for services. It involves proactive and ongoing eligibility activity, County Medi-Cal billing compliance, electronic insurance billing procedures, and client database accuracy and recordkeeping. The Billing Specialist must develop and foster relationships with other EMBRACE employees, Contra Costa County Patient Accounting, technical support personnel, EHR staff, and other vendors. If this role sounds interesting to you, you have a passion for supporting your community's access to mental health care and you would thrive in a supportive team environment where you learn and grow every day, we'd like to review your application.

## Responsibilities include:

- Review and process clinical paperwork such as client admission, discharges, assessments, consents, ect. ensuring all documentation adheres to County and State provided guidelines.
- Support each individual therapeutic program with program specific administrative procedures and documentation requirements.
- Continuously train on Medi-cal related and other health insurance billing procedures in order to ensure full reimbursement of services.
- Adhere to HIPAA/FERPA standards and EMBRACE IT policies, including protecting confidential client information whether written (printed/digital) or verbally communicated.
- Provide general administrative support to EMBRACE leadership and staff, including a significant amount of data entry, front desk duties (answering/directing calls and greeting clients), printing/copying/filing.
- Comply with all CA state, County, and Agency required regulations

## Qualifications



- College degree preferred but not necessary.
- Experience with data entry, **preferably health/mental health care billing**
- Preferred experience working with: Exym, CCLink/EPIC, Availity, Office Ally.
- Be able to **demonstrate resourceful problem-solving** skills and flexibility in a dynamic work environment.
- Have capacity to comprehend and synthesize complex billing systems and guidelines.
- Be able to communicate effectively, verbally and in writing.
- Be detail-oriented with efficient organization strategies.
- Be able to observe and meet critical deadlines.
- Be able to adhere to all EMBRACE policies and procedures, as outlined in the handbook or elsewhere.
- Be able to operate computers, printers, cellphones (including texting), and other office machines.
- Must pass all required background checks.

**Schedule:**

- Monday through Friday

**Benefits etc.**

- Comprehensive employee benefits package, including 90% employer-paid medical premium, fully covered dental, vision, and life insurance benefits.
- 2 weeks paid vacation (increases to 3 weeks after one year and 4 weeks after 3 years)
- 8 sick days and 11 paid holidays per year.
- 403(b) Retirement Plan with Vanguard.

We are an equal opportunity employer.

Job Type: Full-time (32-40 hours per week)

Pay: \$25-\$33 per hour

Key Words: Billing, Healthcare Billing, Insurance Billing, Administrative Assistant, Medi-Cal Billing,