**OPEN CITIES HEALTH CENTER**

**Job Description Revised 02/2018**

**Job Title**: Billing Specialist

**Job Class:** Non-Exempt

**Job Responsibilities**

This position will provide excellent customer service dealing with patient questions, sliding fee applications, and third party payers. The position is responsible for reviewing and billing charges and requesting prior authorizations from third party payers. This includes follow up on accounts and entering associated payments.

**Duties Performed**

* Meet with patients to administer and approve sliding fee program discounts. Approve scanned/mailed applications within 1-2 days.
* Collects copays on sliding fees approved rate and includes collections of previous balances. Make payment arrangements with patients on self pay balances.
* Enter payer information in registration on work comp and motor vehicle accounts as received and communicate with appropriate staff.
* Request prior authorization from third party payers as needed. Communicate approved authorizations with appropriate staff.
* Reviews charges prior to billing and bills complete charges. Communicates with providers on incomplete information as needed.
* Answers phones and in person billing questions and returns voicemails within 24 hours.
* Receives miscellaneous billing information/mail/faxes and processes it accurately and appropriately.
* Enter payment information and make necessary adjustments.
* Follow up on claims and aging accounts receivables.
* Management may assign other duties as needed.

**Knowledge, Skills and Abilities**

* Knowledge of medical and dental terminology.
* Ability to handle work assignments in a timely manner.
* Ability to read, understand and follow oral and written instruction.
* Ability to establish, maintain effective working relationships with patients, payers, co-workers and the management team.
* Ability to work with minimal supervision.

**Minimum Qualifications**

A high school diploma is required, billing and/or coding certificate preferred. Previous experience in healthcare billing is required. 2-3 years billing experience preferred.

**Our Mission**

The mission of Open Cities Health Center is *to provide culturally competent primary and preventive health care and related services to all people throughout the Twin Cities metropolitan area.* The goal is to improve the health and well-being of high risk and vulnerable populations through the provision of affordable medical and dental care and related services.

Open Cities Health Center, Inc. has been providing health care services to the community for 40 years. We have two sites: 409 North Dunlap Street, St. Paul, MN 55104 and our Open Cities Health Center - Northend Clinic located at 916 Rice Street, St. Paul, MN 55117.

*Open Cities Health Center (OCHC) is an affirmative action / equal opportunity employer. OCHC does not discriminate in employment on the basis of race, color, creed, religion, national origin, sex, marital status, disability, public assistance, age, sexual orientation, or membership on a local human rights commission.*

**How to Apply**

**Please send your resume to**[**hr@opencitieshealth.org**](mailto:hr@opencitieshealth.org)**.**