COASTAL HORIZONS CENTER, INC.
JOB ANNOUNCEMENT

DATE OF NOTICE: January 16, 2018

JOB TITLE: **Billing Specialist**
Full-Time Position, M - F, 8:00 AM - 5:00 PM

POSITION SUMMARY:
Coastal Horizons Center, Inc. has an opportunity for a Billing Specialist to join our Finance Department. The Billing Specialist is responsible for providing financial, administrative and clerical services to ensure accuracy and efficiency of Coastal Horizons Center's billing operations. This position will process and monitor incoming payments and secure revenue by verifying and posting receipts.

PRIMARY DUTIES/RESPONSIBILITIES:
- Review electronic claims to ensure proper documentation, diagnosis and service code prior to processing.
- Ensuring the timeliness and accuracy of payments posted.
- Following up on balances due from patients, insurance companies and rework denials.
- Responsible for identifying insurance denial trends and other issues resulting in non-payment and discuss those issues with Supervisor.
- Review posted payments and properly allocate revenue to projects.
- Generate financial statements and reports detailing revenue collected and accounts receivable status.

QUALIFICATIONS:
- High school diploma or GED with 2-3 years experience related to responsibilities specified. Familiar with billing concepts, practices, and procedures (behavioral health and primary care).
- Knowledge of health care billing systems (preferably AlphaFlex and/or Centricity experience), procedures, documentation, and standards.
- Familiar with DSM and ICD-10 codes
- Previous experience with billing private insurance companies
- Knowledge of state funded terminology
- Basic computer skills including Excel and Access

COMPENSATION: Commensurate with education and experience. Coastal Horizons Center offers available medical/dental benefits, life insurance, long and short term disability insurances, 401K retirement savings plan, and generous paid time off programs.

PLEASE SEND RESUME & COVER LETTER TO: (NO PHONE CALLS PLEASE)

COASTAL HORIZONS CENTER, INC.
615 SHIPYARD BLVD.
WILMINGTON, NC 28412
ATTN: Billing Specialist
Fax: 910-790-0189
Email: jobs@coastalhorizons.org