COASTAL HORIZONS CENTER, INC.
JOB ANNOUNCEMENT

DATE OF NOTICE: February 13, 2020

JOB TITLE: **Billing Supervisor**
Full-Time Position, M - F, 8:30 AM - 5:30 PM

POSITION SUMMARY:
Coastal Horizons Center, Inc. has an opportunity for a Billing Supervisor to join our Finance Department. The Billing Supervisor is responsible for the general supervision of the billing operations staff members and procedures. The individual will assist the Accounts Receivables (AR) Manager with implementing and enforcing policies and procedures, as well as streamlining effective billing processes within multiple locations. This position requires strong supervisory skills, organization skills, and be able to provide the ability to prioritize, plan, and direct the billing operations staff.

PRIMARY DUTIES/RESPONSIBILITIES:
- Assist AR Manager with training and implementation of new workflows and/or policies and procedures as it relates to the Billing Department
- Monitor charge posting, billing, and collection operations for compliance with established policies, regulations, procedures and standards.
- Manage actions relating to delinquent accounts, collection agencies, special adjustments, and/or write-offs.
- Build and maintain several areas within Centricity under Administration such as; build insurance carriers to ensure electronic claim submission and electronic remittance advice is set-up, complete set-up of provider to ensure billing configurations are accurate and manage fee schedules for all payers.
- Request, prepare, and/or maintain requested reports on billing and collection activities.
- Manage the processing of all supervised personnel actions; performs performance evaluations; and initiates corrective-action plans when appropriate
- Assures compliance with applicable industry rules and regulations.

QUALIFICATIONS:
- High school diploma or GED with 3-5 years supervisory experience related to responsibilities specified. BA/BS preferred. Familiar with billing concepts, practices, and procedures in a healthcare setting.
- Proven record of supervising and managing people and building teams, with strong interpersonal and communication skills with an ability to work effectively with a wide range of people, teams, managers, supervisors, and vendors.
- Excellent knowledge of health care billing systems, procedures, documentation, and standards.
- Ability to make sound and evaluative judgments; strong organizational, problem solving and analytical skills.
- Working knowledge of cash management principles and/or procedures.

COMPENSATION: Commensurate with education and experience. Coastal Horizons Center offers available medical/dental benefits, life insurance, long term disability insurance, 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 Supervisor
Fax: 910-790-0189
Email: jobs@coastalhorizons.org