



POSITION DESCRIPTION

<u>Position Title:</u>	Behavioral Health Billing and Receivables Coordinator
<u>Component:</u>	Administration
<u>Reports To:</u>	Director of Finance
<u>FLSA Status:</u>	Non-Exempt
<u>Date Reviewed & Approved:</u>	January 2009

General Summary:

Performs medical billing, collection and reconciliation activities for services provided by Day One. Maintains claims processing and collection of claims with various State departments including Mainecare, insurance companies, other agencies, and self-paying clients. Reconciles claims to the Agency's general ledger on a monthly basis.

Essential Duties & Responsibilities:

Billing and collection activities primarily include but are not limited to, the following:

- Work with Agency staff to obtain the proper information to bill claims
- Bill Day One's self pay clients, insurance, MaineCare, and other responsible parties
- Accurately record payments received to the Agency's database
- Research issues with non-payment of claims in a timely and effective manner; re-bill as necessary
- Reconcile monthly the Agency's receivables to the general ledger
- Prepare monthly journal entries of accounts receivable data for entry into the Agency's financial software
- Provide detailed documentation of collection efforts for all outstanding receivables
- Provide guidance and assistance to Day One staff and clients regarding the status of client account balances
- Maintain effective and collaborative working relationships with clinical and administrative staff, vendors and clients.
- Performs all other duties as assigned

Confidentiality:

On an ongoing basis strictly adheres to all Day One, Federal and State policies and procedures regarding the confidentiality of client, employee and agency information.

Supervisory Responsibilities:

None

Physical Environment:

Most duties will be performed in Day One's Administrative Office.

Physical Effort:

Physical effort commensurate with routine office work and extensive use of computer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requirements & Skills Needed for Position:

- High School diploma or equivalent
- 3-5 years medical billing experience
- 1-2 years experience maintaining medical receivables for bookkeeping
- Strong communication and organizational skills
- Proven ability to carry out responsibilities with great attention to detail and accuracy
- The ability to work well in a collaborative work environment
- The ability to manage a workload with multiple, often competing priorities
- Accurate and thorough data entry experience
- Advanced knowledge and experience with spreadsheet and database programs
- Extensive working knowledge of Excel
- Familiarity with general office procedures

To perform this job successfully, an individual must be able to perform each principal duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have received a copy of my job description. I have read and understand it.

Employee Signature

Date

Please print name