



JOB DESCRIPTION

POSITION: Billing and Grants Finance Specialist

DEPARTMENT: Finance

REPORTS TO: Finance Director

Wage & Hour Status: Exempt / Full-time

Pay Grade:

Hiring Range: \$55,791 – \$61,140

PURPOSE: The **Billing Specialist** processes and reconciles billing/revenue generated for medical/clinical services performed and processes all Child advocacy Center (CAC) grant-related service reimbursements and fiscal reporting while ensuring adherence to funders, HIPAA, agency policies and standards set forth by the New Hanover, Brunswick, and Pender County Interagency Agreements & Multidisciplinary Team (MDT) Protocol, the National Children's Alliance (NCA) and Children's Advocacy Centers North Carolina (CACNC).

DUTIES AND RESPONSIBILITIES:

- Verifies patients' medical insurances and Medicaid eligibility via NCTracks.
- Ensures accurate completion of coding and signatures on medical billing sheets prior to submission to CMEP and Solutions in Billing for Medicaid and other insurances.
- When preparing charges for submission, reviews medical files to ensure accurate documentation of patient services and ensures appropriate charges are captured.
- Contacts DSS to get needed patient SIS numbers for billing submission to CMEP.
- Sends completed medical billing sheets to Solutions in Billing to generate HCFAs within two business days of completed service.
- Scans and saves DSS checklists into online patient folders upon return from CMEP.
- Uploads all DSS/CME documents to CMEP online portal.
- Liaises with Solutions for Billing and CMEP as needed
- Processes lab/diagnostic services bills and creates PERS to pay for services.
- Bills JPD and NCIS each month for services rendered.
- Tracks and reconciles medical billing/revenue generated through NCTracks, CMEP and other insurances/Medicaid payers for services rendered/billing sheets submitted. Enters information into Fiscal spreadsheet to be shared with CAC Director
- Follows up on unpaid claims.
- Enters CAC grants-related expenses for monthly reimbursements (GCC, DHHS, etc.)
- Maintains client records in confidential manner (HIPAA)
- Processes timesheets/invoices for contractors within appropriate timeline.
- Creates invoices and monitors payment of court witness fees for CAC staff/contractors providing testimony in court.
- Assists in patient information management through the use of the Collaborate database and case file with accuracy and timeliness

- Works to ensure best practice approaches and adherence with NCA Accreditation Standards
- Assists the Fiscal Team during peak times
- Participates in agency meetings and trainings
- Participates in on-going programs and initiatives of organization to include philanthropy
- Other duties as assigned by the Finance Director and Executive Director

MINIMUM QUALIFICATIONS:

Education and Experience:

- Associate's degree in accounting or related field
- 1-3 years' medical billing experience

Knowledge, Skills, and Abilities:

- Familiarity with medical insurance and billing procedures.
- Strong computer skills, including proficiency with Microsoft Office Suite (with emphasis on Outlook, Word, and Excel).
- Proficient with web-based applications.
- Ability to perform mathematical calculations.
- Meticulous attention to detail.
- Strong organizational/time management skills
- Ability to manage databases and resource materials.
- Ability to plan and prioritize work.
- Excellent interpersonal, verbal, and written communication skills.
- Ability to work independently.
- Ability to operate common office equipment, including a 10-key calculator.
- Creative and energetic self-starter who is organized and able to prioritize and meet deadlines with minimal supervision.
- Knowledge of accounting as it relates to non-profit organizations and grant funding is highly desirable
- Well-developed communication skills, both written and oral.

PREFERRED QUALIFICATIONS:

Education and Experience:

- Bachelor's degree in accounting or related field
- 3-5 years' medical billing experience

Requirements:

- While performing the duties of this job, the employee is regularly required to stand; walk; sit for extensive periods of time; use hands and fingers to operate a computer and telephone keyboard and calculator; reach with hands and arms; and stoop, kneel or crouch. In addition, the employee will occasionally lift and/or move up to 50 lbs.
- Must submit to and pass a criminal background screening and E-Verify requirements.
- Requires a valid North Carolina Driver's License, good driving record, and automobile insurance.
- Must have reliable transportation.
- Must pass a drug screening.
- Ability to work flexible hours/schedule, i.e., occasional Saturdays and evening hours. on occasion and ability to work off-site in different settings throughout the community.

Work Environment:

Works primarily in an office environment.

Approximate travel: 5%

THIS JOB DESCRIPTION includes, but is not limited to, the above information. This document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship. I have read the job description and have been given an opportunity to ask questions and offer suggestions. I understand that I am responsible for the duties listed and that my performance of said duties will be included in my performance evaluation.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with Carousel.

Name

Date

TO APPLY:

Email resume and cover letter to: Ariel.Arato@CarouselCenter.org

No phone inquiries

Position open until filled

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