



## **POSITION ANNOUNCEMENT**

### **Medical Billing Specialist**

Family Service of the Piedmont is a not for profit agency whose mission is to promote healthy lives and relationships for children, families and individuals, through early intervention, treatment and support in times of crisis or transition.

The agency is seeking a Medical Billing Specialist to be responsible for accurately submitting claims, follow-up with payers and appealing denials. High attention to detail is needed for this position. This position will require communication with insurance companies and patients.

#### **Responsibilities:**

1. Sending and updating third party billing with all remittance and payment advice.
2. Sending all mail correspondence in a timely manner to third party biller.
3. Timely and accurately submit claims as billing integrates to in-house billing.
4. Assist with overseeing patient accounts on a timely basis.
5. Answering billing related questions from insurance companies and patients.
6. Proactively determine solutions for handling unique billing situations.
7. Perform daily bank deposits.
8. Assist the CFO with other tasks as needed.

#### **Qualifications:**

1. Knowledge of EchoVantage billing system preferred.
2. Knowledge of Medicaid, Medicare and commercial insurances preferred.
3. Strong organization, written and verbal communication skills.
4. Be able to function both independently and on a team in a fast-paced environment.
5. Requires a high level of interpersonal, problem solving and analytic skills.
6. Basic computer skills.
7. Ability to multi-task.
8. Reliable transportation.
9. Ability to sit, stand, walk, lift light objects as needed, move about the office or otherwise perform the physical tasks required to perform the duties listed above.

#### **Send resume and letter to:**

Human Resources  
Family Service of the Piedmont  
902 Bonner Drive  
Jamestown, NC 27282

**FAMILY SERVICE OF THE PIEDMONT IS AN EQUAL OPPORTUNITY EMPLOYER**