



DIVISION	ADMIN
POSITION	Medical Billing/Coding Specialist (MBS)
JOB LOCATION	Tucson, AZ
STATUS	Hourly, Non Exempt

JOB SUMMARY:

The Medical Billing/Coding Specialist is responsible for reviewing, interpreting and correlating standard medical coding to services ESBF provides to clients served, submission of billing and billing uploads to private and government payers and associated follow up. The Medical Billing/Coding Specialist is also responsible for initiating and maintaining provider agreements and contracts.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Responsible for interpreting and coding services provided utilizing standardized medical coding ensuring that all claims billed and collected meet all government or funder mandated procedures for accuracy, integrity, and compliance
- Submits paper and electronic billing timely to various payers in accordance with contract requirements including corrections, adjustments, rebilling and proper modifications to claims in accordance with documented billing procedures
- Reviews rejected claims and researches contract guidelines to ensure corrections, adjustments and proper modifications to claims are worked and resolved timely but generally within 48 hours of receipt
- Works in coordination with clinical departments, Program & Division Directors as well as medical records in order to obtain information relevant to rejected or denied claims
- Maintain current working knowledge of all governmental, funder, contractor mandated regulations or payer requirements as it pertains to claims submissions for services provided
- Provides continuous updates and information to management regarding ongoing errors, payer related issues, registration issues and other controllable QA related activities affecting reimbursement and payment methodology
- Responsible for implementation and maintenance of Governmental Regulatory Billing and Funder billing changes
- Any other duties as assigned

Additional Responsibilities:

- Maintain strict HIPAA requirements for client and patient confidentiality at all times
- Ensure quality standards are met and maintain proper documentation regarding medical billing process and records

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong working knowledge of Excel, Word and Outlook
- Must have excellent organizational and communication skills at all levels, both verbally and in writing
- Strong attention to detail
- Must be able to address, track and solve problems
- Ability to multi-task in a fast paced environment
- Ability to work full time hours during regularly scheduled business hours and additional work hours as needed

EXPERIENCE/EDUCATION/LICENSE REQUIREMENTS:

- 2-3 years Medical Billing Coding and Knowledge including HCPCS, ICD and CPT coding systems including appropriate application of procedure code modifiers and NCCI edits

- Experience with both private and government payers including Medicaid, Medicare, Arizona DDD, AHCCCS, as well as private commercial insurance billing
- Nationally recognized certification in field of medical biller/coder

OTHER GENERAL REQUIREMENTS:

- Qualified employees who are interested in applying must first notify their current Supervisor of their intent to apply for another job opening within ESBF for informational purposes
 - Qualified employees must have held their current position with ESBF for a least twelve (12) consecutive months and, have a satisfactory performance record and have no disciplinary actions during the last twelve (12) consecutive months
 - Must submit a valid Fingerprint Clearance Card on hire OR pass a Criminal History Background Check prior to beginning employment and submit an active Fingerprint Clearance Card after hire.
 - Maintain a current valid driver's license, proof of insurance, and a driving record that meets ESBF requirements
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TO APPLY:

Email resume and cover letter directly to HR@blake.easterseals.com. In the Email Subject Header include the Position and/or location you are applying for.

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