



# DEVELOPMENTAL ENHANCEMENT BEHAVIORAL HEALTH

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## **Medical Billing Assistant: Job Description**

### **Position:**

Full-time

### **Compensation:**

Developmental Enhancement offers a full benefit package including health, dental and vision insurance, as well as life insurance policies and 401k investment options. Compensation is competitive. Benefits are dependent on full-time employment.

### **Reports to:**

Business Manager

### **Summary of Position:**

The Medical Billing Assistant will be responsible for accurately submitting claims, follow-up with payers, and appealing denials. High attention to detail is needed for this position. You will also communicate with patients, doctors, and insurance companies. This position is at our Holland, MI location.

### **Role:**

The ideal candidate is someone who takes pride in their everyday tasks, is mature and highly responsible, and can function effectively as part of a team as well as being able to work independently.

### **Responsibilities:**

- Perform all daily billing functions in integrated systems.
- Timely and accurately submit claims.
- Assist with overseeing patient accounts on a timely basis.
- Answering billing related questions from patients, doctors, and insurance companies.
- Proactively determine solutions for handling unique billing situations.
- Assist the Business Manager with a variety of other daily tasks.

### **Position Requirements:**

- Knowledge of current ICD-10 and CPT coding systems preferred.
- Knowledge of Medicaid and commercial insurances preferred.
- Knowledge of revenue cycle billing preferred.
- Strong organization, written and verbal communication skills.
- Be able to function both independently and on a team in a fast-paced environment.
- Requires a high level of interpersonal, problem solving and analytic skills
- Good verbal and written communication skills
- Good interpersonal relationship skills
- Basic computer skills
- Ability to multi-task
- Reliable transportation
- Valid Michigan driver's license