



Job Announcement: Medical Billing Specialist

**** Interested candidates should complete the Employment Application on our website @ www.autismacademyofsc.org. No phone calls please. ****

The Autism Academy of SC is seeking an experienced Medical Billing Specialist to join our team. Founded in 2010, AASC is a 501(c)(3) not-for-profit organization offering individualized Applied Behavior Analysis (ABA) therapy to children and adolescents aged 2 to 21 in a center-based setting. In addition, AASC offers school consultations, social skills groups, and summer camps, as well as a multidisciplinary neurodevelopmental diagnostic center providing ADHD and autism testing.

Job Overview

We are seeking a part-time (with the opportunity to grow into full time), hands-on leader with 2+ years of experience as a medical biller. Experience with medical billing for behavioral health, specifically for codes pertaining to applied behavior analysis (ABA) therapy is preferred. A high degree of autonomy and responsibility will be given to the right candidate.

This individual will manage the day-to-day billing operations for a busy practice. The right candidate will have proven strengths with medical billing operations, EMR, QuickBooks, and Excel. You must enjoy learning, growing, and becoming a leader within the practice and be trustworthy, professional, and ethical. Building a service-oriented practice with a positive work culture is a high priority.

Job Type: Part-time

Job Requirements:

- Always operate with the highest level of integrity
- Excellent organizational and time-management skills
- Pay close attention to detail
- Effectively communicate with patients and coworkers
- Ability to multi-task and perform well in stressful situations
- Ability to understand billing and revenue of practice group
- Become an in-house expert of practice management software
- Preparing, submitting, auditing claims sent to 3rd party billing company
- Collecting, posting, and managing account payments
- Invoicing and collections of private pay clients
- Ability to run monthly reports for audits, analysis of cost, revenue, and quality improvement
- Answering questions from patients, clerical staff, and insurance companies
- Maintaining strictest confidentiality and adhering to all HIPAA guidelines/regulations
- Assist with practice operations as needed.

Experience:

- 2 to 5 [or more] years of experience working in a medical/billing setting
- Knowledge of medical billing/collection practices
- Knowledge of Microsoft Office, Word Processing, Document sharing, Spreadsheet management
- Proficiency in medical terminology, CPT and ICD 9/10 coding, specifically codes used for ABA
- Proficiency in filing claims to Medicaid and waivers funded through Medicaid in the state of SC

- Expertise in reading and interpreting EOBs
- Knowledge of insurance credentialing practices
- Knowledge operating applicable billing software, including clearinghouses
- Knowledge of complex prior authorization processes

Compensation:

We offer competitive compensation based on experience and medical benefits.

