

FQHC Biller/Payment Poster

Desert Senita Community Healthcare is seeking a FQHC Biller/Payment Poster to join our team. Desert Senita Community Healthcare is a Federally Qualified Community Health Center (FQHC), with 2 sites in Ajo and Arizona City.

PURPOSE

Under the direction of the Revenue Cycle Manager, this position supports, and works closely with Front Desk staff and others within the Billing Department. The Biller/Payment poster will balance time between processing charges within our PM system, sending claims to Clearinghouse and posting EOBs and ERAs while updating account adjustments, working denied claim and reporting on denial trends from various payers. Excellent communication skills are necessary to ensure that detailed information is received verbally and/or in written form from either patients and/or Physicians.

ESSENTIAL FUNCTIONS

- Submit claims to Clearinghouse daily.
- Post payments received.
- Update/balance banking spreadsheet to our PM System (NextGen)
- Process daily pending charges.
- Balance batch ledgers when necessary.
- Run and correct any claim edits.
- Run report to check for missing charges from providers.
- Serve as support and provide training for providers when needed.
- Work daily tasks from E.P.M.
- Stay current and update RCM with any payer specific or FQHC facility information changes.
- Analyze and resolve Revenue Cycle problems effectively by utilizing weekly aging reports to ensure all claims are adjudicated in a timely manner.
- Update patient records when necessary.
- Files and maintains transmittals for billing and auditing.
- Research problem claims, and adjust errors discovered therein.
- Review billing database for trends in claims rejections and resolve these as they occur.
- Review and resolve claim denials.
- Maintain high degree of confidentiality and respect in handling all clinic and client medical information.
- Actively participates in internal quality improvement teams. Works with members proactively to support quality improvement initiatives in accordance with the mission and strategic goals of the organization, federal and state laws and regulations, and accreditation standards.
- Compliance with all state and federal laws and regulations, as they pertain to position including HIPAA, sexual harassment, scope of practice, OSHA, etc.
- Other duties as assigned

MINIMUM QUALIFICATIONS

- BA degree or equivalent experience in FQHC billing/posting, insurance, eligibility and/or a combination of both.
- Experience with Arizona Medicaid (AHCCCS), Medicare, and outpatient billing experience or equivalent combination of education preferred.
- Certified Professional Biller preferred
- Knowledge and understanding of FQHC Billing experience preferred.
- Knowledge, understanding and use of NextGen Electronic Health/Administrative Records, Practice Management Systems.
- Demonstrated ability to comprehend new tasks quickly.
- Able to communicate effectively, both orally and in writing
- Demonstrated ability to interact effectively with all levels of personnel and the public.
- Bilingual skills helpful but not required (Spanish/English)

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

This is a remote position and as such a HIPAA compliant workspace must be maintained and the general working conditions are dependent upon the employee. It is expected that there will be considerable work on desk top computer, considerable sitting, occasional standing and/or bending and light lifting. Minimal contact with exposure to communicable diseases and/or bodily fluids, only when on site. Potential contact with difficult patients.

As a condition of employment, DSCHC employees are required to qualify for an Arizona Level One Fingerprint Clearance Card

To apply, complete and submit our online application and upload your cover letter and resume:
www.desertsenita.org/join-our-team

For questions, please contact HR at HR@desertsenita.org.

This is a general description of the kinds of duties and responsibilities that are performed by employees who have this title. It shall not be construed as an all-inclusive determination of the specific duties and responsibilities of any particular position. It is not intended in any way to limit the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

In any organization or job, changes take place over time. Although an effort will be made to keep job-related information current, this is not an all-inclusive list of job responsibilities. Ajo Community Health Center, d.b.a. Desert Senita Community Health Center reserves the right to revise or change job duties and responsibilities as the business need arises. In compliance with EEOC 29 CFR part 1630, if the essential functions of this position cannot be performed in a satisfactory manner by the employee, further accommodations shall be made if it does not constitute undue hardships upon this organization.

Desert Senita Community Health Center (DSCHC) will recruit, hire, train, and promote persons in all job titles without regard to age, color, disability, gender (including gender identity), marital status, national origin, race, religion, sex, sexual orientation, veteran status, or other status protected by applicable law. In addition, all personnel actions such as compensation, promotion, demotion, benefits, transfers, staff reductions, terminations, reinstatement and rehire, company-sponsored training, education and tuition assistance, and social and recreational programs will be administered in accordance with the principles of equal employment opportunity.