

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION**

DATE ESTABLISHED: 1/20/17
DATE LAST AMENDED:

TITLE OF POSITION: Client Financial Services Medicaid/Medicare Billing Specialist

POSITION NUMBER: 10-10

PROGRAM: Center Administration

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS: High school graduate or equivalent. Knowledge of general accounting procedures. Five years of experience in billing medical insurance, with 3 years of Medicaid/Medicare billing is preferred. Knowledge of billing codes where applicable (for example: CPT codes, HCPCS codes). Knowledge of billing forms as applicable (for example: CMS1500, UB04). Knowledge of billing via 837 electronic files.

Life Management Center relies heavily on technology to run its business; therefore, all employees are required to have basic computer skills. These basic skills will include knowledge of creating folders, saving and retrieving files, e-mail (Outlook), MS Office (Word and Excel), using web browsers such as Internet Explorer and/or Mozilla Firefox, along with operating a keyboard, mouse, and printer.

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

Life Management Center maintains and enforces a drug-free workplace policy. Applicants are required to be drug tested prior to employment. Under certain circumstances, employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the employee Handbook and set forth in the Drug-Free Workplace Policy, available through the Human Resources Department and the organization's website at www.lifemanagementcenter.org

SUPERVISOR: Client Financial Services Supervisor

POSITIONS SUPERVISED: None

SALARY MINIMUM: \$11.00 per hour (\$22,880 annually based on Full-time FTE)

WAGE AND HOUR STATUS: Exempt:
Non-Exempt: xx

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:*

*Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

ESSENTIAL FUNCTION: (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Post and address billing issues for Medicaid services.
2. Submit bill, post, reconcile and address issues for Medicare services.
3. Generate and submit Medicaid and Medicare liability claims and submit to appropriate payers via CMS1500, UB04, websites, and/or 837 electronic files as applicable.
4. Audit claims for compliance with Medicaid and Medicare requirements. (For example: Medicare requires a doctor on site, Medicaid requires a treatment plan.)
5. Stay current on Medicaid and Medicare billing procedures, procedure codes, filing limits, authorization requirements, and credentialed providers for any particular insurance as applicable.
6. Check batch lists regularly to determine claims that have been submitted, but not paid. Follow up on these claims to determine reason for no-payment, including calling insurance companies and/or resubmitting claims.
7. Consistently check filing limits and ensure claims are submitted/resubmitted in a timely manner.
8. Be aware of and develop a good rapport with insurance representatives for our areas.

PHYSICAL REQUIREMENTS

- Must be able to hear conversational speech, visually observe client behaviors for safety and communicate effectively with clients and co-workers
- Vision requirements include close and distance vision

Activity	Expectation				
Standing	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	<input type="checkbox"/> None	
Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent	<input type="checkbox"/> None	
Driving vehicles	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	<input type="checkbox"/> None	
Lifting and/or Carrying	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	<input type="checkbox"/> None	
Bending and/or Stooping	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	<input type="checkbox"/> None	
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	<input type="checkbox"/> None	
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	<input type="checkbox"/> None	
Other (lift above waist/reaching etc., please explain)	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent		

*Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

Speaking:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Hearing:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Reading Comprehension:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Repetitive motion with hands, wrists, arms (e.g keyboard, typing, handwriting, etc.)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Ability to lift and carry up to 15 pounds.

Ability to handle stressful situations: ☐ Minimal ☐ Moderate ☒ Frequent

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel Overnight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime (Non-Exempt only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Holidays/Weekends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

* Not Anticipated

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Copy received by:

_____ **DATE** _____