



GALVESTON COUNTY HEALTH DISTRICT

4C's Clinics, Public Health Programs, Galveston E.M.S.

www.gchd.org

Position Announcement

DEPARTMENT:	4C's Patient Billing & Collections	POSITION NUMBER:	2
POSITION:	Patient Billing Manager	LOCATION:	La Marque
SALARY/RANGE:	Based on Experience	STATUS:	Full-time/Exempt

Under the direction and supervision of the Director of Billing and Collections, the Patient Billing Manager is responsible for management of all patient billing /collections and related accounting functions. Responsibilities are established by the Governing Board's *Billing and Collection Policy* as well as executive expectations.

Essential Job Functions

60% - Responsible for ensuring the timely filing of all medical and dental claims to third party payers, making sure that any rejections are corrected and re-filed in a timely manner; Oversees Accounts Receivable functions, including but not limited to monitoring account balances to insure prompt payment; Makes sure that all clinical charges have been reviewed and processed, and that all payments received have been balanced and posted by end of the month closing deadlines; works with billing staff to address any issues that impact charge entry or collections and takes appropriate action; Responsible for maintaining and monitoring regulations and contracts related to Medicare, Medicaid, private insurance, and other third party billing agencies, and informs these agencies of changes as needed; Responsible for supplying information to clinical staff on medical billing procedures; Responsible for making sure that daily, weekly, and/or monthly reports are run as scheduled and that corrections are processed in a timely manner; Works with management to develop policies and procedures related to patient billing activities. 30% - Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommendations for hiring, and training employees; planning, assigning, and directing work; appraising performance; disciplining employees; recommending awards for employees; addressing complaints and resolving problems. 10% - Other duties as assigned by the Director of Billing and Collections.

Knowledge, Skills & Abilities

Knowledge of Health Center Billing functions required, including but not limited to medical billing procedures and coding, and computerized billing systems. Skill in providing excellent customer service and support; maintaining an organized work area with attention to detail; organizing and prioritizing workload and meeting deadlines; and excellent and written and verbal communication. Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, ethnic, and professional backgrounds, work effectively with managers, co-workers, members of the public and professional groups, manage and coordinate activities and projects; communicate effectively, clearly, concisely with others (internal and external customers, both verbally and in writing), consistently demonstrate positive/proactive customer service attitude, consistently maintains ethical behaviors exemplary of quality public service and fair standards, inclusively, among all employees and members of the public; work as an effective team member, function independently, exercise sound judgment and initiative; be flexible to shift priorities; maintain confidentiality; establish and maintain effective interpersonal work relationships, work towards goals and objectives of Strategic Health Plan; follow Health District policies—including adhering to the Health District's immunization policy and the mission, vision, and Guiding Principles of the Health District; receive constructive feedback; and be available to accept new assignments to meet disaster-related Health District responsibilities.

Experience & Education

Required: Bachelor's Degree in Business, Healthcare or related field
At least five years experience in a medical billing setting emphasizing CPT, ICD-9 and HCPCS coding
At least two years supervisory experience.

License and/or Certification

Texas Drivers License
Certified Coder with active certification (CPC or CCS-P), preferred but not required

Special Requirements

Must have reliable transportation and be willing to travel between GCHD facilities. Must be willing to work evening hours if necessary.

Deadline

Applications will be accepted on a continuous basis until this position is filled.
Equal Opportunity Employer

Please indicate in the comments section of your application:

- 1. how many years of work experience you have in a medical billing setting emphasizing CPT, ICD-9, and HCPCS coding**
- 2. how many years of supervisory experience you have**
- 3. if you are a certified coder with an active certification (CPC or CCS-P)**

***** APPLICATIONS RECEIVED WITHOUT THIS INFORMATION MAY NOT BE CONSIDERED *****