



GREENE COUNTY HEALTH CARE, INC.
JOB VACANCY
JOB TITLE: Billing Supervisor

Position:	Full-Time, 40 hours/week
Division:	Administration
Primary Worksite:	Administration
Supervisor:	Revenue Cycle Manager
Work Schedule:	Generally days

SUMMARY: Responsible for maintaining the billings and collection system for the medical and dental centers of GCHC, Inc. Will supervise Patient Billing Clerks and Insurance Billing Clerks by assigning and coordinating duties.

- Responsible for bad debt write offs and refunds to patients as approved by the CFO.
- Monitors accounts receivable reports monthly. Responsible for follow-up on past due third party claims.
- Resolves patient and insurance billing discrepancies by collecting and analyzing information and taking appropriate action.
- Responsible for set-up and maintenance of electronic billing.
- Works with Revenue Cycle Manager to develop and implement new procedures regarding billing and collection of accounts including sliding fee policies and procedures.
- Assists Revenue Cycle Manager with network contracts with third party payors. Verifies claims are being paid at contract rates and resolves any discrepancies.
- Maintains group provider records with DMA and CMS (i.e. submits changes of board members, addresses, phone numbers, etc)
- Keeps current with changes in the insurance field by attending needed workshops, seminars and conferences.
- Performs other office duties as assigned.

Key Qualifications:

- High school diploma or general education degree (GED); at least 3 years medical billing experience required; knowledge of medical terminology and familiarity with ICD-9/ICD-10 coding. Three (3) years of supervisory experience required.

Interested applicants should submit a Greene County Health Care, Inc. Employment Application to Cindy Avila, HR Specialist. Send by mail to 7 Professional Drive, Snow Hill, NC 28580, by fax to 252-747-8163 or by email cavila@greencountyhealthcare.com.