



We cannot always build the future for our youth, but we can build our youth for the future.

- Franklin Delano Roosevelt
United States President, 1933-1945



BILLING SPECIALIST

Alternative Family Services, a Foster Family, Adoption, and Mental Health Agency serving children and families throughout the Bay Area, has a full-time position for a Billing Specialist in our Quality Management (QM) Division. This role will support our children's Mental Health Medi-Caid program (California's Medi-Cal program). The QM Division is responsible for compliance with Federal, State, County, and agency regulations and policies; maintenance of client clinical records; verification of insurance eligibility and claiming mental health services to insurance companies (Medi-Caid; Medi-Care; third party insurance); data analysis and reporting; and quality improvement efforts. The goals of the QM unit are to improve services to children and families, improve agency functioning, and increase the use of data-based decision making processes. The successful candidate may choose to sit in either our San Francisco or Oakland office.

KEY RESPONSIBILITIES

- Create and maintain spreadsheets and databases
- Verify Medi-Caid eligibility; report and publish results
- Review and clean mental health service data and related procedure coding
- Enter mental health service data into County MIS and Electronic Health Records (e.g., InSyst, Avatar)
- Create and run reports to verify and reconcile data entry
- Research, communicate, and bill services to Medicare and other third party insurance companies
- Monitor authorizations for treatment and service minutes
- Maintain knowledge of Medi-Cal and other insurance provisions and regulations
- Maintain compliance with Federal, State, and local regulations (e.g., HIPAA, Medi-Cal, etc.)
- Develop and manage policies and procedures to ensure billing systems are accurate and up to date
- Support Patient Accounts Unit with data cleaning, entry, filing, and reporting
- Interact with co-workers as a part of a collaborative team
- Work with minimal direct supervision while managing time and prioritizing workload appropriately
- Travel to AFS offices as needed using a personal vehicle in safe working order

WE OFFER

- A competitive compensation and benefits packages which includes medical, dental, vision, and chiropractic insurance, flex-spending options, life and disability insurance, a 403 (b) option, 10 paid holidays plus your birthday off and a generous vacation accrual
- A professional and supportive work environment

QUALIFICATIONS

- BA or BS in computer science, social science, or similar health care related field, or AA with two years of related experience
- Experience entering numerical/alphanumeric data into computer systems
- Intermediate to advanced MS Excel user and introductory to intermediate MS Access user
- Applied knowledge of community mental health, managed care, health care coding, and insurance claim processes
- Proven track record of focusing on details and producing error-free work
- Ability to learn and use concepts related to managed care, mental health claims processes, and health care processes
- Strong written and oral communication skills; ability to read and write fluently in English
- Ability to obtain fingerprint and government background clearances
- Valid California driver's license with a clean driving record and current auto insurance

Please email resume with cover letter.

SUBJECT LINE: JOB CODE 2017-22

Email: jobs@afs4kids.org

We are an Equal Opportunity Employer. We do not discriminate on the basis of Ancestry, Age, Color, Disability, Genetic Information, Gender, Gender Identity, Gender expression, Marital status, Medical condition, Military or veteran status, National origin, Race, Religion, Sex and Sexual orientation.