

Wonderland Child and Family Services

Medical Biller NE

The Medical Biller NE is a new position responsible for the insurance billing of the agency's new Prenatal Substance Exposure Clinic and agency-wide credentialing at our NE location in Bothell. This position will start at .50 FTE and increase as the clinic grows; reports to the Business Manager.

Responsibilities include:

Insurance Billing & Collections for the clinic

- Create Welcome letters for new clients
- Maintain confidential client files per HIPAA guidelines
- Verify eligibility for new clients and update regularly
- Contact families to explain their insurance coverage (phone, mail or email)
- Obtain necessary authorizations and pre-authorizations from insurance companies
- Maintain electronic client files using PracticeMate software
- Enter superbills and create electronic claims using PracticeMate on a daily basis
- Process insurance and coinsurance payments on a daily basis
- Follow-up on denied or slow-pay claims as needed to ensure positive cash-flow

Private Coinsurance & Fee Billing

- Prepare monthly coinsurance billing in PracticeMate software
- Prepare private statements for families on SOPAF fee schedule, per guidelines
- Furnish reports, as needed, to executive director and program director
- Follow-up with families on unpaid or slow-pay bills; work with program director to provide financial assistance information when necessary

Clinic and Early-Intervention Credentialing

- Maintain credentialing files for all therapists (paper and electronic)
- Update credentialing data with all insurance companies to ensure highest level of payment
- Provide training to new therapists on CAQH, OneHealthPort and other credentialing sites

Required Qualifications:

- CPC or CPB certification
- 2-5 years medical billing experience in a professional or clinical setting
- Complete knowledge of HCFA 1500 form
- Working knowledge of PT/OT/ST and Mental Health billing preferred
- PracticeMate and Office Ally software experience highly preferred
- Advanced Excel skills
- Confident, motivated self starter
- Customer service demeanor

Competitive hourly rate * Health & Dental Insurance * PTO and generous paid holidays * Flexible schedules * 401(k) retirement plan. Benefits available to employees dependent on FTE. Wonderland is an Equal Opportunity Employer.

About Us: Wonderland was founded nearly 50 years ago by dedicated parents to help children with developmental disabilities. We serve approximately 250 children ages 0-12 with delays and disabilities and their families per month in north King and south Snohomish counties. Mission: Wonderland provides a strong and equitable foundation for children and their families with diverse needs and abilities to flourish through therapy, education, advocacy, and resources. Office: 2402 NW 195th Place, Shoreline, WA 98177.

If interested, please email cover letter (required) and resume (required) to cteno@wonderlandkids.org. No calls.