

Full Time Medical Billing Administrator

About Wonderland Child & Family Services: Wonderland was founded 50 years ago by dedicated parents to help children with developmental disabilities. We currently serve approximately 280 children per month ages 0-3 years with delays and disabilities in our early support program and have capacity to serve up to 125 children at Hope RISING Clinic.

Building on 50 years of stellar early support services, Wonderland opened Hope RISING Clinic in 2019 to meet the unique needs of children through age 12 who were prenatally exposed to substances.

Responsibilities include:

Outsourced billing coordination:

- Ensure billing company maintains electronic client files using Medifusion software
- Submit reports to billing company who submit claims daily to insurances companies
- Ensure billing company processes insurance and coinsurance payments daily
- Support billing company in follow-up on denied or slow-pay claims to ensure a positive cash-flow
- Work with billing company to review monthly private statements for families
- Follow-up with families on unpaid or slow-pay bills

Insurance Billing & Collections:

- Maintain confidential client files per HIPAA guidelines
- Verify eligibility for new clients and update regularly
- Respond to questions from families and explain insurance coverage (phone, mail or email)
- Obtain necessary authorizations and pre-authorizations from insurance companies
- Furnish reports as needed for CFO
- Review financial assistance applications for families, when necessary
- Review any billing write off's (per state and internal guidelines)

Hope RISING Clinic and Early Support 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
- Review and update provider lists as requested by insurances

Office support

- Post insurance payment deposits into QuickBooks Online
- Provide back-up assistance, including some bookkeeping functions, during colleagues' vacations

Required Qualifications:

- 2+ years medical billing experience in a professional or clinical setting
- CPC or CPB certification preferred
- AA degree preferred.
- Complete knowledge of HCFA 1500 form
- Working knowledge of PT/OT/ST and Mental Health billing highly preferred
- Advanced Excel skills
- Confident, motivated self starter
- Customer service demeanor
- Commitment to building and strengthening equity practices

Benefits Include:

- Competitive wages (DOE)
- Health, Vision & Dental Insurance
- PTO and generous paid holidays (including the last week of the year from December 25th through January 1st)
- Flexible Schedules
- 401(k) retirement plan
- Life and AD&D Insurance
- Health Care and Dependent Care Flexible Spending Accounts
- Training and Continuing Education

- Mileage Reimbursement

*Note: Benefits available to each employee dependent on FTE.

Wonderland's 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 location: Shoreline WA (Work requires travel between North King and South Snohomish Counties)

Hours: Full-time

To apply:

Email cover letter and resume hr@wonderlandkids.org

Wonderland is an Equal Opportunity Employer.