

JOB TITLE: **CAMP MEDICAL BILLING SPECIALIST**

REPORTS TO: CFO (office/administrative; billing) and Director, Camp & Respite Services
(program)

GENERAL DESCRIPTION: Responsible for administrative support to Easter Seals Wisconsin Camp department, including medical billing duties, maintaining camp accounts receivable and collections

DUTIES:

1. Bill responsible parties for camper fees and other department income.
 - a. Coordinate county and medical waiver authorizations and paperwork.
 - b. Generate private pay and county billing invoices.
 - c. Submit income from camp session fees to Finance department.
 - d. Follow up on outstanding balance dues.
 - e. File claims with various Managed Care Organizations and CLTS Waiver Programs, and follow up with unpaid claims.
 - f. Financial Aid Requests - Collect forms, determine proper funding for Camperships – ESW, Elks Major Project, etc.
 - g. Reconcile camp accounts with Finance department on a monthly basis.
2. Maintain knowledge of medical billing software; attend monthly support group for Medical Billing Specialists.
3. Regularly update department medical billing forms, documents, manuals and other standard materials.
4. Maintain centralized department files for medical billing records.
5. Perform other duties as assigned.

WORKING CONDITIONS: Based in Easter Seals Wisconsin office in Madison.

QUALIFICATIONS:

1. Minimum of AAS degree or advanced business or related training required.
2. Two years experience in general office procedures, non-profit environment preferred.
3. Experience in medical billing required. Excellent reconciliation skills are a must.
4. Demonstrated proficiency w/Microsoft Office Suite (Word, Excel and Access).
5. Skills in database administration preferred.
6. Outstanding organizational skills; strong attention to detail and accuracy essential.
7. Ability to follow direction and work effectively as a member of a team.
8. Excellent interpersonal and communication skills, including with the public.
9. Ability to prioritize multiple tasks, projects and assignments.
10. Self-motivated; ability to work independently and efficiently to meet deadlines.
11. Must have access to a vehicle.

CLASSIFICATION: Non-Exempt

3/20/19