



The Unumb Center FOR NEURODEVELOPMENT

MEDICAL BILLING SPECIALIST

WHO WE ARE AND WHAT WE'RE LOOKING FOR

The Unumb Center for Neurodevelopment is a nonprofit organization dedicated to providing comprehensive, evidence-based services to people with autism spectrum disorder. We exist to make life better for individuals with autism and their families and we strive to do so across the lifespan.

As a rapidly growing organization, we are seeking an experienced Medical Billing Specialist to support us in managing our end-to-end revenue and collections cycle. This position plays a key role in the cycle by managing the claims process, including accurate and timely claim creation as well as corresponding and following up with providers, payors, and patients. The ideal candidate possesses:

- ▶ Knowledge of health insurance and medical billing preferred
- ▶ Advanced analytic skills and advanced ability to problem solve
- ▶ Professional, articulate, and confident written and verbal communication skills
- ▶ Ability to function both independently and as part of a dynamic team
- ▶ Ability to multitask and thrive in a fast-paced environment while remaining well-organized
- ▶ Reliable transportation and a valid South Carolina Driver's License
- ▶ Clearance of criminal background and SC DSS Central Registry of Child Abuse and Neglect checks
- ▶ Verification of eligibility to work in the United States

WHAT YOU WILL DO

- ▶ Provide electronic medical record (EMR) technical support to staff, patients, and parents
- ▶ Audit claims for accuracy based on payor policy prior to submission
- ▶ File initial and secondary insurance claims electronically via EMR software
- ▶ Post payments and reconcile claims while ensuring claim accuracy
- ▶ Research and resolve unpaid or denied claims with payors
- ▶ Prepare patient statements and collect payment
- ▶ Facilitate staff trainings related to billing and insurance
- ▶ Monitor key metrics and prepare reports related to revenue cycle management
- ▶ Ensure strict HIPAA compliance and confidentiality with all patient-related data
- ▶ Perform other duties as assigned

Full-Time Position

 Downtown Columbia, South Carolina **This is not a remote position*

 Monday through Friday from 8:00am-5:00pm including an hour lunch break

 Compensation begins at \$16 per hour depending on experience

 Benefits include medical, vision, dental, short-term and long-term disability

THE UNUMB CENTER FOR NEURODEVELOPMENT IS AN EQUAL OPPORTUNITY EMPLOYER

CLICK HERE TO APPLY  <https://bit.ly/ApplyNowTheUCN>