



The Unumb Center

FOR NEURODEVELOPMENT

WORK WITH US!

Billing Specialist

Location: 201 Duffie Drive, Lexington, SC 29072

Employment Type: Full-Time (M-F, 8 AM to 5 PM)

Salary: \$50-\$55k based on experience

Reports To: Executive Director



About The Unumb Center for Neurodevelopment

We are a dedicated ABA therapy provider committed to delivering compassionate, evidence-based care to individuals with autism and developmental needs. As we grow, we're looking for a detail-oriented and experienced Billing Specialist to join our team and ensure smooth, accurate reimbursement processes.

Position Summary

The ABA Billing Specialist will be responsible for managing the full revenue cycle, including claims submission, payment posting, and follow-up for services rendered. This role requires a strong understanding of ABA billing practices, particularly with CentralReach, and experience billing BCBS, Medicaid, and Tricare.

Key Responsibilities

- Submit and track insurance claims through CentralReach
- Verify insurance eligibility and benefits
- Resolve claim denials and rejections promptly
- Communicate with insurance providers and internal teams to ensure timely reimbursement
- Maintain accurate billing records and documentation
- Stay current with payer guidelines and compliance standards



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Qualifications

- Minimum 2 years of ABA billing experience
- Proficiency with CentralReach billing platform strongly preferred
- Demonstrated experience billing BCBS, Medicaid, and Tricare
- Strong attention to detail and organizational skills
- Excellent communication and problem-solving abilities
- Knowledge of CPT codes specific to ABA services
- Familiarity with HIPAA regulations and healthcare compliance

Benefits

- Competitive salary commensurate with experience
- Health, dental, and vision insurance
- Generous PTO and paid holidays
- Professional development opportunities
- Supportive and collaborative work environment

Click the link below to apply today!

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