



## 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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### Billing Specialist

#### 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

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