



BILLING SPECIALIST

About Us: Knox County Community Health Center (KCCHC) is a leading medical, dental, and behavioral health practice dedicated to providing high-quality health care services to our patients. We are located in semi-rural Knox County, which offers easy access to larger metropolitan areas. As a designated health professional shortage area, Knox County presents unique challenges and opportunities. Our goal is to enhance access to comprehensive medical, dental and behavioral health care and improve the overall health of the community we serve.

Our approach focuses on patient-centered care, ensuring that each individual feel valued and respected. As part of our team, you'll have the opportunity to learn and grow in a supportive and dynamic work environment. We encourage professional development and provide ongoing training to help you stay current with the latest advancements in technology. Join us in our mission to make a positive impact on the health of our community while advancing your career in a collaborative and innovative setting.

Job Type: Full-time

Job Description: We are seeking a motivated individual to join our team as a full-time Billing Specialist, working 40 hours per week. We're looking for someone committed to compassionate service, eager to learn, and ready to contribute to a collaborative team. If you are driven to make a difference and want to grow professionally, we encourage you to apply and become a valued part of our team.

Responsibilities:

- Coordinates, implements and processes all billing for the Community Health Center including, but not limited to:
 - Incoming payments
 - Proper coordination with the billing companies/insurances
 - Various tasks within Electronic Health Records (EHR)
- Processes EFTs received from the county treasurer office, reconciles and receipts in to the fiscal software and completes daily deposits to the county auditor office, reconciles to the EMR
- Maintains record of transactions and services rendered
- Reconciles patient payments from the EHR and receipts into the fiscal software on a daily basis
- Collects, receipts and post patient payments from the incoming mail on a

daily basis

- Manages patient account incoming calls
- Manages the weekly collections report sent by the billing company, as required
- Processes billing from external business, as required
- Meets all job and safety requirements applicable to OSHA safety standards that pertain to essential functions and is bonded
- Completes continuing education sessions, as required
- Attends staff meetings and training sessions as required
- Maintains proper licensure and/or certificates
- Performs other related duties as assigned or requested

Qualifications:

- High school diploma required
- Administrative Assistant (fiscal/accounting) technology certificate preferred.
- Minimum of 5 years' experience in finance/accounting
- Advanced verbal and written communication skills
- Proficient organizational skills and attention to detail
- Experience with Microsoft Word, PowerPoint, and Excel and excellent computer skills
- Professional discretion and interpersonal skills
- Exceptional time management skills
- Ability to multitask and prioritize tasks

This role offers a hybrid arrangement, once the training and probationary period is complete, allowing for remote work with occasional in-person commitments. It is a full-time position, requiring 40 hours per week, with standard hours from Monday to Friday, 8:00 a.m. to 4:30 p.m. (Hours may vary) and include occasional evenings and weekends.

Benefits include paid holidays, vacation, sick time, personal leave, and retirement; health, dental, and vision insurance available. If you enjoy working in a fast-paced environment while keeping the standards of output efficient and on task, submit your **resume and application** to Human Resources, 11660 Upper Gilchrist Road, Mount Vernon, OH 43050 or email to resume@knoxhealth.com. Application can be found at www.knoxhealth.com.

Knox Public Health is an Equal Opportunity Employer Provider.

Knox Public Health regularly accepts resumes which are kept on file for one year from the date received. Resumes can be sent to:

**Human Resources
Knox Public Health
11660 Upper Gilchrist Road
Mount Vernon, OH 43050**

Resumes can also be sent via email to: resume@knoxhealth.com