

- I. **Position Title:** Medical Billing Supervisor/Liaison
- II. **Position Summary:** Maintain revenue by establishing, implementing and managing an efficient work flow medical billing process.

Jewish Family Service of Colorado (JFS) is an established 147-year-old human services organization with a strong reputation for quality, high-impact services that benefit 22,000 people of all faiths, races, ages, incomes and abilities. With annual revenue of \$12 million, JFS works to reduce hunger and prevent homelessness, provide quality mental health services to adults, children and families, offer job training and placement for people with barriers to employment, and provide support to help older adults maintain a high quality of life. At JFS, we are proud of our positive work culture. Our employees enjoy competitive pay and benefits, including a generous holiday and leave Program. JFS is a nonsectarian, nonprofit and inclusive organization. More information about JFS is available at: www.jewishfamilyservice.org

III. **Qualifications:**

- A. Education: High school diploma; undergraduate degree, preferred.
- B. Experience: Minimum of three years' current medical billing experience.
Coding certification, preferred.
- C. Other: Working knowledge of medical terminology and procedures, as well as health insurance, Medicare, Medicaid, Advantage plans.
Ability to navigate electronic health insurance record software.
Working knowledge of basic accounting principles.
Intermediate skill level in Microsoft Office (Excel, Word, Outlook).
Problem-solving and strong organizational skills; attention to detail; able to meet timelines.
Ability to process insurance claims through full cycle and handle claim disputes.
Effective communication skills and ability to work effectively with all levels of staff and vendors.
Maintain confidentiality and adhere to HIPAA guidelines and regulations.

IV. **Responsibilities:**

- A. Develop and maintain billing operational standards by implementing: production processes, productivity guidelines, quality customer service standards. Identify billing system improvements.
- B. Supervise daily tasks and work assignments of the A/R Billing Specialist.
- C. Develop, assess and monitor medical billing procedures with CareLogic (software provider), the outsourced billing vendor and AP Billing Specialist to ensure processes are working efficiently.
- D. Serve as primary contact to insurance companies.
- E. Work closely with appropriate staff to ensure medical billing workflow processes and procedures are understood and followed.
- F. Oversee workflow process guidelines to facilitate timely receipt of payment from insurance providers and individual payors including contacting payers and appealing claims to ensure timely resolution.
- G. Liaison with staff informing them of billing-related changes and work to resolve issues.
- H. Ensure monthly reports (i.e., Aging Report) are provided to applicable departments which include identifying outstanding issues and status of resolution.
- I. Develop and maintain audit program within the medical billing process.

To apply: Submit resume and cover letter with salary requirement to:
Jean M Marshall, Human Resources Director, hr@jewishfamilyservice.org
Only applicants selected for interview will be contacted