

Position Title:	Billing Supervisor
Program:	Administrative Offices
Program Location:	Redmond, Oregon
Supervisor:	Chief Operations Officer
Employment Status:	Full Time Regular
FLSA Classification:	Exempt, Salary
Salary/Wage:	\$25.59 - \$33.58/hour DOE

Overview: Provide necessary services in data analysis and eligibility administration to entire agency. Ensure coordination between BCTS and the EMR system to help facilitate the reorganization of the billing processes strategic plan. The Billing Supervisor will have a commitment to the mission of the agency and furthering that mission in the community. Must understand fully and adhere to the BestCare Treatment Services (BCTS) Ethics Statement, best business and administrative practices. Must be willing to comply with the policies and procedures of BCTS.

Duties may include but are not limited to the following:

- Oversees the Billing Specialists in all phases of the job.
- Medical Billing.
- Charge entry.
- Ensure accuracy of the data collected and provide quality review for all cost centers.
- Identify rejected claims data and understand why the claims were rejected.
- Provide all pertinent data to the EMR system.
- Monitor and analyze data reports.
- Monitoring the data entered into the EMR system to ensure the accuracy of the data collected and provide quality review for all cost centers.
- Research benefits and eligibilities for all private insurance clients for all programs.
- Post all insurance payments into our database.
- After posting payments, the reports will be presented to the accountant's assistant for review to ensure the proper cost centers are designated and submit to the accountant.
- Communicate data reports with the Managers, Counselors.
- Work with the Operations Coordinator to monitor the billing reports, unpaid claims, give reports to managers of each program.
- Provide accurate monthly statistical reports as assigned by the CEO in a timely manner.
- Performs other duties as assigned by supervisor.

Minimum Requirements:

- Have at least 3 years medical billing experience using an electronic billing system.
- Have knowledge, skills and abilities demonstrating competence in the following essential job functions: experience preparing accurate financial statistical reports, and computer skills necessary to perform this function.
- Must have the skill to communicate with insurance companies to verify eligibility and benefits for clients of BCTS. Possess effective communication skills and know how to work cooperatively in a team environment.
- Have the ability to work independently and have the skills to be a team player.
- Must have the ability to get along with co-workers and collaborate with clinical staff and management.

- Possess the ability to network with all resources in order to provide the best customer service.
- Use customer service skills with the clients or family members. Must treat all co-workers with the same customer service skills.
- For individuals recovering from the disease of alcoholism and or from other drug addiction, have maintained continuous sobriety for the immediate past two years and at the time of hire.

Tools and Equipment Used:

Must have competency in using the computer for word processing, spreadsheet, database, and able to learn and use specific agency software. Must be able to operate the usual office equipment such as fax, telephone, and photocopy machine.

Physical Demands:

The physical demands described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. While performing this job, the employee is frequently required to sit, stand, walk and use hands to handle, feel or operate objects or controls. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear. The employee must occasionally lift and /or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to dress in a professional manner that meets the standards for professional employees in Central Oregon.

To Apply:

Please complete an application using the link below along with a cover letter, resume, personal email address for communications and contact information for three supervisory references.

[Application for Employment – BestCare \(bestcaretreatment.org\)](http://bestcaretreatment.org)