

## MATAGORDA EPISCOPAL HEALTH OUTREACH PROGRAM (MEHOP)

**JOB TITLE:** MEHOP Billing Manager  
**CLASSIFICATION:** Salaried  
**LOCATION:** MEHOP - Bay City, TX  
**REPORTS TO:** CFO

### JOB SUMMARY:

The position of MEHOP's Billing Manager is responsible for streamlining effective revenue cycle operations of the billing department in compliance with FQHC billing guidelines and maintains integrity of all billing data. This position works closely with leadership and develops best practices in revenue cycle management approaches and efficient methods of billing/collection processes. This position ensures accurate billing and collections and oversees accounts receivables.

### JOB DUTIES AND RESPONSIBILITIES:

- Manages Billing Department which includes supervising two remote billers.
- Works with Provider Enrollment & Credentialing Coordinator to ensure accurate provider/site enrollment with payers and correct set up in EHR.
- Alerts leadership of billing concerns and issues.
- Responsible for all claim submissions electronic and paper claims.
- Retrieves ERAs (Electronic Remittance Advice) from clearinghouse when applicable and uploads to EHR.
- Ensures all payments are settled correctly for all payers.
- Uses EHR documentation to verify correct coding and medical necessity.
- Research and initiates activity to resolve charges and coding issues.
- Maintains knowledge of current industry regulations and insurance requirements and communicates updates accordingly.
- Participates in efforts to improve clinical efficiencies and achievement of new performance standards.
- Responsible for billing/coding audits for all services/providers and works with providers/staff to correct billing/coding issues when applicable.
- Assists with billing and training for Value Based Care incentive payments.
- Receives payments via USPS, enters into accounting system and prepares deposit.
- Assists and/or prepares various reports as necessary required to complete annual UDS, annual Medicare Cost Report, and quarterly Medicare Credit Balance Report.
- Completes request for billing records.
- Monitors billing key performance indicators and claims dashboard in EHR.
- Assists patients with billing concerns.

### JOB REQUIREMENTS AND EDUCATION:

- Demonstrates flexibility and emotional control in handling difficult or stressful situations.
- Communicates with patients in a caring, professional manner while treating everyone equal.
- Possesses good organizational skills and is self directed.
- Experience posting insurance payments, electronic claim submission, and EDI transactions.
- Strong working knowledge of principles and practices of FQHC revenue cycle.
- Experience and working knowledge of Excel, MS Word, and EHR.
- Ability to communicate effectively both orally and in writing in a timely manner and relate to vendors, auditors and staff at all levels in the organization.
- Ability to take directions and complete tasks on time.
- High school graduate or equivalent.
- Preferred Certified Coder (CPC, CCS-P) with credential from either AAPC or AHIMA.
- Knowledge of medical terminology, anatomy & physiology.
- Knowledge of Medicare and Medicaid FQHC billing guidelines.

- Participates in community awareness.
- Ability to respond effectively to inquiries about MEHOP's services.

**BENEFITS:** Health and life insurance, paid holidays, sick days.

**SALARY:** Commensurate with experience.