



# Job Opportunity

## Child & Adolescent Behavioral Health

### Behavioral Health Claims Specialist

#### Overview

Now more than ever, mental, and behavioral health care for kids is needed in our community. Child & Adolescent Behavioral Health is looking to meet the growing demands by hiring a full-time Medical Billing Specialist.

As a member of our team, you will help children, youth and families successfully meet life's challenges by offering the emotional and behavioral health support they need. We are a collaborative network of child therapists, psychiatrists, PMHNPs, case managers, school staff, community partners and other mental health professionals working toward a common goal. Together, we provide a positive environment for kids and their families to find health, hope and happiness.

We are looking for enthusiastic individuals to join one of the most innovative therapeutic mental health programs in Stark County. We offer a compassionate, supportive, accountable work environment to help you grow your career, along with a comprehensive benefits package that includes generous and affordable medical, dental, life insurance, retirement, and paid time off.

#### Job Duties/Description

- Research and correct claim denials including filing appeals when needed within two weeks and identifying any incorrect billing trends.
  - Correct all denials within 180 days to prevent missing timely filing.
  - Communicate with insurance companies as needed to manage denials.
  - Work with internal staff to coordinate billing corrections.
- Post insurance payments to PM software.
- Help take collection payments for the agency as needed.
- Help with incoming billing calls from guarantors and/or internal staff.
  - Cover the phones about 4 evenings a month until 6 pm.
- Update account fee agreements, as needed, while working on a client's account.
- Obtaining prior authorizations as needed for client services.

- Report to management and the rest of the team the status and any issues related to claims.
- Level of duties may vary based on the experience level of the applicant.
- Team player – working together to answer each other’s questions and help with projects.
- Other duties as assigned

#### Strengths:

- Organized
- Focused on achieving specific goals, both individually and as a team
- Comfortable with being on the phone for extended periods of time
- General level of Excel knowledge
- Software experience, preferred, but not required – NextGen, Etactics, Availity

#### Qualifications

- High School Diploma
- Medical billing certificate or a minimum of 3 years of billing experience

#### Why Child & Adolescent Behavioral Health

At Child & Adolescent Behavioral Health, we are here for you, so you can be there for them. We provide a supportive environment for our clinical therapists to grow and lead in their careers, and in turn, you bring unmatched compassionate care and expertise.

We have been recognized as one of the Top 10 Best Companies to work for in Stark County, because we strive to take care of our team at work and at home.

#### Salary and Compensation

Salary and compensation will be based upon licensure status and direct care hours provided. Full time employees are eligible for full medical benefits, life insurance, paid time off and matched retirement plans.

## Schedule and Hours

This is a full-time position with flexible hours.

## Recognition and Awards

Child & Adolescent Behavioral Health has been recognized and ranked on three Zippia lists:

- Best Non-Profit Companies to Work for in Ohio
- Best Companies to Work for in Canton, Ohio
- Biggest Companies in Canton, Ohio
- Canton Regional Chamber of Commerce Community Salute Award - 2018 Award of Appreciation

## Location

C&A has four office locations in Stark County including downtown Canton, Belden Village, Alliance and Plain Township.

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Salary Range/Compensation: Based upon experience.

Hours: Full-time. Some evening hours required.

Location: Shipley office

Send resume to: [recruiting@childandadolescent.org](mailto:recruiting@childandadolescent.org)

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