



**Medical Billing Coordinator**  
**Job Location: Albany, NY**  
**Full Time**

**Catholic Charities** is an organization that values helping others at any stage in their life, regardless of race, creed, or lifestyle. We place a special emphasis on helping those who are economically poor and the vulnerable. Catholic Charities is made up of multiple geographic and service-specific agencies. We are privileged to *make a difference and love what we do*. We value work-life balance and offer an extensive benefit package.

**JOB SUMMARY:**

We are currently hiring a **Medical Billing Coordinator** to work in Catholic Charities' Executive Office. As the Medical Billing Coordinator, you would partner with one of our twelve agencies, as well as provide support to others as needed. You would:

- Support all billing related functions for the clinical program
- Research and provide billing guidance to other stakeholders within Catholic Charities
- Utilize the Netsmart product MyEvolv to conduct billing related activities
- Follow up on unpaid claims within standard billing cycle timeframe
- Support all billing related functions for our counseling program, and research and provide billing guidance to other stakeholders within Catholic Charities
- Be a resource for and provide billing related guidance to staff and leadership for insurance, Medicaid, and Medicare billing

**Medical Billing Coordinator Minimum Salary:** \$25 per hour

**Medical Billing Coordinator Maximum Salary:** \$25 per hour

**Medical Billing Coordinator Schedule:** Monday-Friday

**QUALIFICATIONS:**

- 3-5 years of experience
- Associate degree in Human Services or a related field

**BENEFITS:**

- Health/Dental/Vision/Life Insurance
- Retirement planning options
- Employee Assistance Program
- Generous Time Off (as an eligible employee, you will accrue up to 23 days off in your first year, based on your standard work day)
- Employee Discounts (movie tickets, hotels, flights, amusement parks, etc.)

**Catholic Charities is an Equal Opportunity Employer.**

**FOR MORE INFORMATION/TO APPLY:**

<https://secure2.saashr.com/ta/MMH2221.careers?careerssearch>