

# **Billing Specialist I**

**Tarzana Treatment Centers**  
Job Location: Lancaster, CA  
Full Time/Days

## **JOB SUMMARY:**

Responsible for billing and related input into needed data systems, ensuring the quality and accuracy of billing, correct coding and indexing of information, internal billing audits, transcription of provider notes as needed and overall maintenance and preservation of patient billing records.

## **CATEGORIES OF DUTIES:**

- Data entry of billing, review & audit data systems for TTC and external payers.
- Generate weekly and monthly reports from Radekal.
- Ensure patient billing records are accurate in Radekal.
- Assist clinical supervisors in running productivity reports for staff.
- Provide training and orientation to new staff regarding billing, data and systems.
- Assist new hires with processing entry into Radekal and training them to use the system.
- Any other duties as requested by Supervisor and/or administrative staff.

## **MINIMUM REQUIREMENTS:**

- Two (2) year experience in billing or administrative field preferred. Experience sorting, organizing, and reporting volumes of data preferred.
- Good organizational and communication skills, verbal and written skills and knowledge of billing systems is preferred.

## **EDUCATION/LICENSES/CERTIFICATIONS:**

- High school diploma or G.E.D. required.

## **ADDITIONAL INFORMATION:**

- SALARY RANGE: \$24.75 - \$28.50 per hour DOE
- Medical, Dental, and Life Insurance
- Vision Care Plan
- Paid Holidays (12)
- Paid Vacation Time
- Sick Time
- 401(k) Retirement Plan
- Competitive wages
- Stability and career advancement
- Continuing Education Opportunities

## **FOR MORE INFORMATION/TO APPLY:**

[http://tarzanatc.hrmdirect.com/employment/job-opening.php?req=2568594&&cust\\_sort1=141585&cust\\_sort2=161541&#job](http://tarzanatc.hrmdirect.com/employment/job-opening.php?req=2568594&&cust_sort1=141585&cust_sort2=161541&#job)