

Claims Administrator

Community Health Alliance

Job Location: Fairfield, OH/Hybrid

Full Time/Days

JOB SUMMARY:

We are seeking an experienced Claims Administrator to join our team. In this role, you will be responsible for configuring and maintaining billing functionalities within the EHR system. You will collaborate with healthcare providers, billing staff and CareLogic Administrators to ensure accurate billing processes, compliance with regulations and seamless integration with financial systems.

MINIMUM REQUIREMENTS:

- Minimum of 3 years of healthcare billing experience using EHR systems.
- Proven experience as a Billing Specialist in a healthcare setting.
- Solid understanding of CPT, ICD, and HCPCS coding and medical terminology.
- Experience with Medicare and Medicaid billing regulations.
- Familiarity with contractual adjustments, sequestration, and payment posting/balancing.
- Strong knowledge of healthcare and behavioral health billing workflows and regulations.
- Proficiency with EHR systems, billing software, and Microsoft Office (especially Excel).
- Demonstrated ability to manage relationships with multiple insurance payers.
- Strong working knowledge of billing compliance and reimbursement methodologies.

EDUCATION/LICENSES/CERTIFICATIONS:

- High school diploma or GED required.
- Certified Professional Coder (CPC), Certified Professional Biller (CPB) or Certified Billing and Coding Specialist (CBCS) preferred.

ADDITIONAL INFORMATION:

- This is a hybrid position that requires 90 days of in-office training. After successful completion of training, eligibility to work a hybrid remote/in-office schedule.

FOR MORE INFORMATION/TO APPLY:

<https://www.paycomonline.net/v4/ats/web.php/portal/E63D96FF6BE9899C64169078DEAF51B1/jobs/78830>