



CRAWFORD COUNTY
MENTAL HEALTH CENTER

CCBHC

Certified Community Behavioral Health Clinic

3103 N. Michigan Street
Pittsburg, KS 66762

620-231-5130
www.crawfordmentalhealth.org

Crawford County Mental Health Center is taking applications for a full-time **Billing Specialist**. This position is responsible for handling the billing and accounts receivable functions in the claims revenue process. The role involves submitting claims to insurance companies, following up on denials and unpaid claims, and ensuring timely payments. The Billing Specialist will also be assisting with the accounts receivable function, which will work in conjunction with the other billers when it comes to payment applications. Billing Specialist works closely with healthcare providers, insurance companies, and patients to resolve billing issues and ensure accurate reimbursement for services rendered.

Qualifications:

- Have a high school diploma or equivalent.
- Have above-average clerical skills.
- Two years of experience in healthcare billing.
- Above average proficiency utilizing the EHR system.
- Ability to work under pressure and meet billing timelines.
- Good written and verbal communication skills.
- Practical knowledge of Microsoft Office.

Primary Responsibilities:

- Monitor and track claim submissions to ensure they are processed promptly.
- Identify and resolve issues related to denied or rejected claims.
- Appeal denied claims by submitting the necessary documentation and information.
- Monitor and work aging reports to keep balances current.
- Ensure insurance information is accurate for patients.
- Communicate with insurance companies to clarify coverage, billing issues, or discrepancies.
- Enter and track any service authorizations
- Post payments and adjustments to patient accounts, ensuring that all transactions are properly recorded and service ledgers balance.
- Reconcile payments received from insurance companies and patients against billing records.
- Investigate and resolve payment discrepancies or shortfalls.
- Serve as a point of contact for patients and insurance companies regarding billing inquiries.
- Address patient concerns about charges, insurance coverage, or outstanding balances in a professional and courteous manner.
- Provide detailed explanations of billing statements and help patients understand their financial responsibilities.
- Generate monthly client statements and address any questions or concerns pertaining to billing
- Create receipts daily for incoming payments into the bank account
- Track the bank reconciliation number throughout the month
- Maintain consistent communication with the supervisor on the status of incoming cash and balances

Starting Salary is \$57,000. The benefits package includes participation in the KPERS Retirement System, health, dental, and life insurance, as well as paid vacation and sick leave.

Position open until filled

Apply online at <https://www.crawfordmentalhealth.org/careers/>

Or Send resume and references to:

Human Resources
911 E. Centennial
Pittsburg, KS 66762
620-235-7148 Fax
careers@cmhccc.org

Equal Opportunity Employer

Please indicate Billing Specialist on your application or resume.