



Position: Billing Coordinator/Credentialing Specialist

FLSA Classification: Non-Exempt

Status: Full Time

Reports to: Chief Financial Officer (CFO)

Job Description

Summary/objective

An essential part of the service provider industry, a Billing Coordinator, is able to multi-task without compromising the accuracy of their work and oversee the entire billing process coordinating all the departments, services, and staff.

As the Credentialing Specialist, you are the behind-the-scenes collaborator and colleague whose main job responsibilities are focused on helping the HR department with ensuring that medical staff members maintain current credentials and licenses to work legally in their field or specialty.

Essential functions

Billing Coordinator Responsibilities:

- Planning and supervising treatment services billing and collection operations
- Coordinating with all departments to ensure thorough and accurate billing for all services provided to clients.
- Maintaining active billing authorization spreadsheet for clinical team, assuring all authorizations are up to date within the time frame of treatment days.
- Responsible for communicating with billing providers and resolving any billing matters.
- Responsible for billing for services through the Detroit Wayne Mental Health Authority for Recovery Housing, Residential Services and Outpatient Services for the organization
- Responsible to report billing/financial reports to the finance department
- All other duties as assigned by the Chief Financial Officer
- Attendance is required.

Credentialing Specialist Responsibilities:

- Responsible for reviewing and maintaining active status for all providers by successfully completing initial and subsequent credentialing packages as required by the agency and Detroit Wayne Integrated Health Network.
- Assist with creating and distributing documents.
- Compiling reports and spreadsheets and preparing spreadsheets
- Ensuring background and reference checks are completed.



- Performing file audits to ensure that all required employee documentation is collected and maintained i.e., credentials, etc.
- Maintain monthly reports required by DWIHN i.e., OIG. Sam.gov
- Attendance Required

Competencies

- Interpersonal skills sufficient to establish and maintain effective communication with residents, referral sources, and staff.
- Be flexible and able to work in a multi-tasking environment.
- Strong organizational skills, and attention to detail
- Adhere to agency policies and procedures to ensure clients recipient and confidentiality rights are not violated.
- Participate in regular in-service training and attend workshops and seminars as required by management.
- Maintain competence in the job by participating in educational opportunities organized to train practitioners in the field

Supervisory responsibilities

Billing Coordinator

- Responsible for overseeing the billing department staff and report issues to CFO.

Work environment

Office/Agency setting

Physical demands

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 20 pounds at times.

Required education and experience

Billing Coordinator Qualifications:

- An associate degree from an accredited university with credentials in medical billing and/or medical coding
- Previous medical billing experience including knowledge of billing related reporting; 3-5 years' experience in health-care billing & collection practices.
- At least 1 year worked experience in Mental Health and/or Substance Abuse
- Possess or obtain a valid 1st Aid/ CPR certification.
- Valid driver's license with a clean driving record



- Efficient multitasking and time management skills
- Strong organizational skills and attention to details
- Excellent communication and numerical skills
- Proficient in Windows, Word, and Excel

Credentialing Specialist Qualifications:

- Must be adept at problem-solving, including being able to identify issues and resolve programs in a timely manner
- Must possess strong interpersonal skills.
- Must be able to communicate clearly, both written and orally, as to communicate with employees, members of the Human Resources management team, and in group presentations and meetings
- Must be able to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
- Must be able to prioritize and plan work activities so as to use time efficiently.
- Must be organized, accurate, thorough, and able to monitor work for quality.
- Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback.

Preferred education and experience

- Degree in business administration, accounting, or related field and minimum of a medical
- Billing certification, and at least 1 year experience
- Familiarity with the Detroit Wayne Integrated Health Network (DWIHN) a plus.

Additional eligibility requirements

- Able to establish and maintain harmonious working relationships with co-workers, consumers, and the general public.
- Minimum of one year sobriety (if recovering)

Pay Range: \$18.50 - \$26.45 per hour

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.



How to Apply:

Please submit your resume with cover letter via email to humanresources@marinersinn.org no later than January 31, 2024. In the email subject, please enter Mariners Inn: Billing Coordinator/Credentialing Specialist position. No phone calls or faxes will be accepted.