



JOB OPPORTUNITY

Fresno American Indian Health Project seeks a qualified, committed, and experienced person for the following position:

BILLING & CREDENTIALING MANAGER

Title: Billing and Credentialing Manager
Department: Operations
Supervised by: Director of Operations
Supervises: Billing Staff, Credentialing Staff, and Referrals Staff
Travel Required: Occasionally
Salary Range: \$50,000-85,000 Annually
Type: Full-time, Exempt

Position Summary:

The Billing and Credentialing Manager is part of a multi-disciplinary team that supports the agency through implementation and maintenance of the third-party billing system, credentialing of providers with payers, revenue cycle management, referral tracking and troubleshooting, projects, and working with Health Plans. This position is responsible for providing administrative support to the Director of Operations, Directors, Managers, and Provider Staff to ensure appropriate health insurance companies and other applicable agencies are appropriately invoiced for services rendered. This position will be responsible for adhering to all applicable laws and policies regarding coding, billing, and reimbursement of health services from insurance programs and federal agencies. This position will support the Director of Operations in ensuring all applicable licenses and certifications to allow the delivery of health services are maintained.

MINIMUM REQUIREMENTS

EDUCATION:

- Preferred Bachelor's degree in business administration or experience may be substituted.
- Required Medical coding certificate ICD-10

EXPERIENCE:

- Minimum three years' experience as medical billing/coding manager.
- Demonstrated Verbal & Written Communication Skills
- Required minimum of 2-years' experience supervising people
- Demonstrated computer skills proficient in Microsoft Office Suite, Practice Management System, & in learning new software programs

LICENSE/CERTIFICATIONS:

- Required Active CA driver's license
- Medical coding certificate ICD-10

SKILLS:

- Proficient in MS Office (Word, Excel, PowerPoint) and Google Workspace (Gmail, Drive).
- Proficiency in third-party billing systems and revenue cycle management.
- Experience in credentialing and compliance with federal and state regulations.
- Strong administrative and communication skills.
- Proactive problem-solving and troubleshooting abilities.
- Technical proficiency in practice management systems and coding/billing regulations.
- High ethical standards and adherence to confidentiality policies.

A clear background check, drug screen, COVID-19 vaccinations, and negative TB screen are necessary for employment.

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Submit your Resume to jobs@faihp.org or complete a FAIHP Employment Application by visiting our website at

www.faihp.org

Posting Date: 07/26/2024

Closing Date: Until Filled