



**FOSTER CARE • COUNSELING • POST-ADOPTION SUPPORT**

4895 Dressler Rd NW Ste. A, Canton, OH 44718 • 330-493-0083 • [www.pathwaycfc.org](http://www.pathwaycfc.org)

## **JOB OPPORTUNITY!**

**Opportunity Available:** Mental Health Billing and Collections Specialist  
– Full Time

**Job Qualifications Include:** The successful applicant for this position must possess at least two years of post-secondary education or equivalent work experience (5 years or more). This applicant should be knowledgeable of general office practices and good organizational skills. This person must possess word processing skills, data entry skills; as well as statistical and math skills/interest. Prefer competence and expertise in use of Excel, Access and Electronic Health Records software. Must have knowledge of rules and limits in Mental Health billing. Must also possess good communication skills and demonstrate sensitivity and consideration for the cultural differences among the children and families served by Pathway. Candidate must have a valid driver's license, good driving record, automobile liability insurance, and a safely maintained car.

**Description of Position Include:** The selected individual for this position must have an excellent understanding of the medical billing process. This position will report to the Accounting and Billing Supervisor and work from the Administrative Office of Pathway in Canton, Ohio. This position will be responsible for:

### **Client Posting**

- Check daily deposits for MH client payments.
- Post client payments to accounts in SmartCare.

### **Generate Ineligibility Report:**

- Review report and update client accounts.

### **Generate Client Statements and Collection letters**

- Review each individual account to see if charges are correct
- Print statements for all correct client accounts
- Send statement with appropriate collection letter to client





## FOSTER CARE • COUNSELING • POST-ADOPTION SUPPORT

4895 Dressler Rd NW Ste. A, Canton, OH 44718 • 330-493-0083 • [www.pathwaycfc.org](http://www.pathwaycfc.org)

- Send appropriate email to clinical staff and supervisors informing them of collection letter being sent to client
- Act as Pathway liaison with collection attorney and attend hearings as requested by attorney.

### Clearing House Maintenance

- Verify claims received by insurance companies and clearing house.
- Research, correct and re-submit rejected claims in clearing house
- Interact with staff, clients, payer and agencies to answer questions, obtain information, and resolve issues.

### MH A/R Aging

- Research, correct and re-submit rejected claims for assigned boards.
- Interact with staff, clients, payer and agencies to answer questions, obtain information, and resolve issues.

### General Responsibilities

- Maintain detailed records as required
- Participate in billing auditing processes
- Provide feedback for improved claims processes and performance, reduce errors, improve quality assurance
- Take incoming billing calls
- Communicate with authorized payers for clients and keep their financial and insurance information up to date
- Generate reports to assist Controller with performance analysis
- Attend weekly billing meeting and provide feedback for improved claims processes and performance, reduce errors, improve quality assurance
- Share patterns and updates found at billing meeting.

**Salary Range:** Will vary based on education, experience and skills

**Hours:** Hourly, full-time position

**Location:** Canton, Ohio

**How to Apply:** Fill out application online at

<https://www.applicantpro.com/openings/pathwaycfc/jobs/2388355-75254>

**Deadline to Apply:** Ongoing until position is filled

