

POSITION TITLE: Charge Verification Specialist
DIRECT SUPERVISOR: Revenue Cycle Lead - Verification
DEGREE OF SUPERVISION: Meets with supervisor on an ongoing basis

CommQuest is currently seeking a **Charge Verification Specialist** in our **Finance Department**. The **Charge Verification Specialist** will be responsible for accurate submission of Behavioral Health insurance claims billing for various locations and departments within the agency. Primary work schedule will be Monday through Friday, with flexible day shift hours.

Full-Time Benefits!!!!!!

- 80 hours annually of PTO (paid time off)
- 80 hours annually of sick time
- 16 hours annually of Mental Health/Personal leave
- Ten paid holidays on an annual basis
- Health, Dental, Vision insurance, etc. - eligible first of the month following start date
- CommQuest 403b with employer match
- Workshop/CEU and licensure reimbursement annually

Job Duties include:

- Monitoring reports for errors.
- Making corrections and communicating to appropriate staff as needed.
- Running daily reports to ensure accuracy for billing.
- Making any billing adjustments as needed.

Minimum Qualifications:

- Minimum of a high school diploma with previous related experience in the field is required.
- Associate's or Bachelor's degree in Finance or related field is a plus.
- Prior experience with NextGen billing software is a plus.
- Previous experience with Behavioral Health and/or AoD billing is a plus.
- Prior experience with Medicaid, Medicare, Managed Care, and private insurance billing is desired.
- Have the ability to work in a team environment.

We are an equal opportunity employer. All applicants will be considered for employment without attention to age, race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.