



JOB TITLE Billing & Medical Records Specialist

PROGRAM Clinical Counseling

JOB SUMMARY

The Billing and Medical Records Specialist is responsible for conducting billing and medical records functions and for providing administrative support to ensure the overall effectiveness of Clinical Counseling.

REQUIREMENTS

1. Oversee submission of applications and securing approval for therapists to bill 3rd parties including insurance companies, Medicaid, and Medicare
2. Coordinate with Central Intake and Front Desk operations to ensure that documentation of 3rd party coverage is obtained and verified, and that receipts are completed correctly for all services provided.
3. Monitor to ensure service authorizations are in place & up to date
4. Coordinate with Counseling to ensure timely submission of billings
5. Assist with maintenance of client records.
6. Assist with audits to ensure required documentation is in place to support billing.
7. Assist with scheduling of appointments as needed.

QUALIFICATIONS

- Associate Degree in Medical Billing and/or Certification in Medical Billing with one year experience in medical billing and with third-party payor credentialing practices, two years experience in medical billing and with third-party payor credentialing practices, or a combination of education and experience.
- Experience with Microsoft Office: Word, Excel and Outlook
- Bilingual in English and Spanish preferred.

WORK HOURS AND LOCATION

Monday through Thursday, 9 AM-3:30 PM, 249 West Thornhill Drive, Fort Worth, TX 66115,

TO APPLY

Interested persons should fax or email a cover letter, resume, & salary requirements to:
Catholic Charities, Diocese of Fort Worth, Inc.

Attn: Human Resources

249 West Thornhill Drive

Fort Worth, TX 76115

Fax: (817) 535-8779

Email: ccresume@ccdofw.org

Due to the volume of responses, only qualified parties will be contacted.
No phone calls, please.

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