

Billing Specialist I

Family Paths, Inc.

Family Paths is a non-profit agency that has provided mental health and family support services to strengthen families and prevent child abuse since 1972. Family Paths offers a fun and supportive team environment, a commitment to training, opportunities for growth, and an excellent benefits package. We are an agency that is actively engaged in multicultural organizational development and respects and values the diversity of the communities we serve and the staff who work here. Family Paths serves all of Alameda County with offices in Oakland and Hayward.

Position Description:

Under the direction of the Clinical Operations Manager, this position completes data entry of services rendered (entering billing codes, times, etc.) and billing entry revisions, processes client openings, closings, and updates in the county PSP system (InSyst), and supports senior staff in various other duties of the Billing department for the EPSDT and Rehab funding streams.

This position requires the demonstration and commitment to the agency's mission, vision, and values, including a strong commitment to issues of social justice and culturally and linguistically responsive practices.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Inputs billing for EPSDT, and Rehab funding streams into the county PSP system
2. Completes service crosscheck (696 report) monthly
3. Processes Episodes and CSIs in the county system for case openings, closings and updates, and communicates with clinicians and program managers as needed to ensure accuracy and timely completion
4. Utilizes county PSP reports to ensure compliance, including: SAR/Presumptive Transfers, SSN, Zip+4, UMinor/YUNINS, Eligibility Inserts and others as needed
5. Provides Clinicians and Program Managers with billing support/answers as needed
6. Supports senior Billing staff with additional responsibilities as needed

OTHER JOB FUNCTIONS

- Attends all department and other mandatory meetings and designated training events sponsored or required by Family Paths
- Performs other duties as assigned

REQUIREMENTS, QUALIFICATIONS, SKILLS & ABILITIES:

- Requires the capacity to work diligently and independently – comfortable with multi-tasking environment and should show initiative in performing job functions.
- High attention to detail
- Experience with MS Word, Excel, and some database and/or billing entry systems preferred

- High school graduate
- Data-entry experience preferred
- Excellent written and verbal communications skills
- Ability to prioritize workflow
- Ability to multi-task

Special Requirements

- Must pass criminal records clearance.
- Requires some driving on agency business so must maintain a valid CA driver license, reliable personal automobile, a clean driving record, and current auto insurance meeting required limits of liability.

Work Environment:

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Requirements:

- Frequently required to perform moderately difficult manipulative tasks such as typing, writing, etc.
- Occasionally required to push/pull objects up to 50 lbs. and to lift/carry objects up to 25 lbs.
- Must be able to walk, stand, and sit for extended periods.

COMPENSATION: \$17.87-\$19.27. Pay rate is commensurate with education and experience and competitive in the non-profit environment.

LOCATION: Hayward

EMPLOYEE STATUS: Full Time

WEEKLY HOURS: 37.5 (*Full Time positions are based on a 37.5 work week*)

BENEFITS INCLUDE:

- Group Kaiser and Dental Benefits
- Flexible Spending Accounts
- PTO plan starting at 4 weeks (progressive to 6 weeks at 5 years)
- 9 paid Holidays, 2 Float Holidays
- 5 days of paid Educational Leave + professional development allowance
- 401K Retirement Plan, Commuter Benefits Plan, 529 Education Savings Plan, Long Term Disability Insurance, Voluntary Long-Term Care Insurance, Voluntary Aflac Benefits

TO APPLY: Send your resume and **cover letter** to Andrea Makunje. **Resumes without cover letters will not be reviewed.**

Email: amakunje@familypaths.org

Website: www.familypaths.org