**Reports To:** Billing Manager

**Purpose:** [CHC] seeks an Assistant Billing Managerto assist the Billing Manager with billing, charge entry functions, and grant and insurance auditing procedures.

**Primary Responsibilities:**

1. Supports Data entry staff and processes insurance billing in a timely and compliant manner.
2. Responsible for sending out paper and electronic billing and posting payments to appropriate patient accounts.
3. Communicates with program staff to ensure all proper authorizations and insurance related issues are addressed immediately.
4. Develops reports and protocol to ensure that back billing procedures are processed correctly and in a timely manner.
5. Supports clinical staff with training and Practice Management system maintenance as part of the interface of these functions.
6. Assists with reporting for grant requirements and audits routinely performed throughout the year.

**Qualifications Summary:**

1. Three to five years of experience with billing in a Community Health Center setting preferred.
2. Experience with Practice Management Systems and Electronic Health Record required.
3. Knowledge of Medicare and Medicaid billing procedures required.