



NOW HIRING! FULL-TIME Managed Care/Billing Supervisor
Pay: \$49,920/yr - \$59,607.90/yr, DOE

The mission of PdN Children's is that we help children with special needs achieve their fullest potential. Our vision is a world where all children thrive in an inclusive environment, recognized by their abilities and talents, rather than their differences. Join us in our mission and make the journey with the precious children we serve.

Summary/Objective - The Managed Care/Billing Supervisor is responsible for leading, supervising, providing oversight and providing direction to the Billing staff and support to the Accounts Receivable staff of Paso del Norte Children's Development Center, (PdN Children's), in accordance with the mission and vision of the agency. The functions under the oversight of the Managed Care/Billing Supervisor are: monitoring for timely and accurate billing claim submission to responsible third-party payers, responsible for development and training of Billing staff and providing support to the Accounts Receivable staff, assuring compliance with TMHP, MCOs, Commercial Insurances, Federal and State Laws impacting health care, monitoring and balancing the electronic billing system to the accounting system to achieve accurate and balanced reports and coordinating office efforts and working closely with staff to expedite collections.

The Managed Care/Billing Supervisor is also responsible for reviewing the managed care contracts that are currently in place with different managed care payers as well as negotiating new managed care agreements. The incumbent will assume the leading role for negotiating managed care contracts and credentialing the agency and providers for continued services. The functions under the managed care contracting are: development, implementation, and ongoing credentialing and re-credentialing for the management of PdN Children's managed care contracts. Responsibilities include contract administration, review and analysis of contract proposals, development of managed care strategies, credentialing of PdN Children's and its providers, liaison role to both external and internal stakeholders, and other special projects.

Required Education and Experience

- Associate degree in related field or equivalent trade certification and minimum of 5 years' experience in billing and collection in a health care facility and at least 3 years' experience negotiating provider contracts in managed care environment;
- Minimum 2 years supervisory experience
- Knowledge of billing requirements for Medicaid, insurances, contract payers, and government entities and knowledge of Medicaid, ICD-10, CPT, HCPCS coding standards and guidelines, and Uniform Billing practices;
- In-depth knowledge of provider payment programs, contracting programs and billing software programs;
- Experience working with providers, health plans, members, and vendors;
- Must have computer proficiency to include operation knowledge of Microsoft Office (Word, Access, Excel...), Outlook, and the ability to learn and operate related office software such as Sage, Provider Soft, and intake databases such as HHSC (Health and Human Services Commission) Autism Database

Preferred Education and Experience

- Bachelor's degree in healthcare administration, business, finance, accounting, or related field
- Certified Professional Coder (CPC)

Essential Functions - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please submit application (<http://pdnchildrens.org/career-opportunities/>), resume, and proof of required education to admin@pdnchildrens.org