



***NOW HIRING! FULL-TIME MEDICAL BILLING SPECIALIST***  
***Pay: \$12.60/hr - \$14.22/hr D.O.E***

**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.**

Paso del Norte Children's Development Center (PdNCDC) is seeking a Medical Billing Specialist for its growing Pediatric Therapy department. The candidate should be familiar with billing insurance companies and Medicaid. This person will be a full-time, goal-oriented, revenue driven, highly accurate and motivated Biller.

Primary duties include, but are not limited to: consistent follow-up on unpaid claims utilizing monthly aging reports and filing appeals when appropriate to obtain maximum reimbursement. Secondary duties include but are not limited to: data entry of all patient demographics, guarantor and insurance information, posting procedures and insurance/patient payments, scheduling, and ensuring authorizations are current.

**Responsibilities:**

- Ensure all claims are submitted weekly
- Verifies completeness and accuracy of all claims prior to submission
- Accurately post all insurance and patient payments daily
- Timely follow-up on insurance claim denials
- Reading and interpreting insurance explanation of benefits
- Completion of monthly aging reports to follow-up on unpaid claims aged over 30 days
- Monthly patient statements
- Obtaining referrals/authorizations
- Scheduling of appointments

**Qualifications:**

- High school diploma/GED required + 2 years' experience
- Electronic Medical Record experience a must
- Exceptional customer service skills
- Advanced communication and organizational skills
- Experience in CPT and ICD-10 coding; Knowledge of health care terminology highly desired
- Experience in filing claim appeals with insurance companies to ensure maximum entitled reimbursement.
- Knowledge of private insurance and Medicaid referral/authorization guidelines
- Spanish speaking preferred
- Ability to multi-task and work courteously and respectfully with fellow employees, physician office and patients.

**Work Environment – professional office setting**

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

**BENEFITS:** Health and life insurance. 401K. Holiday pay, paid vacation and sick time.

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