

Why work here?

As local public health, we protect and promote the highest level of health possible for the communities we serve. Our positive work culture is strengthened by our commitment to making all employees feel valued and respected.

Our values:

- Customer Service
- Communication
- Responsibility and Accountability
- Positive Attitude
- Integrity

What we offer:

- Family-first company culture
- 13 Paid Holidays
- Paid Days Off (PDO)
- 3 Personal Days
- Competitive Insurance – 3 options to choose from
- Dental and Vision
- MERS Retirement Plan
- Professional Development opportunities
- Employer Paid Short/Long Term Disability and Life Insurance
- Weeks 5-12 50% paid Maternity/Paternity leave

Apply Today!

Send Resume to:

<http://www.dhd10.org/contact-us/join-our-team/>

Seeking a full-time organized, detailed oriented, pragmatic, and collaborative billing coordinator to join the Finance team based in our Newaygo County Office.

General Responsibilities

- Under general direction, responsible for the billing department operations to include policies and procedures, training, best practices, and reporting.
- Will assist in the development, negotiation, and maintenance of all healthcare contracts.
- Ensures program requirements are met, and monitors staff and agency compliance with standards, policies, and best practices.
- Provides orientation, consultation and guidance to program staff.
- Provides input on staff evaluations.
- Functions under the direction of the supervisor, manager and/or director.
- Oversees all billing department operations.
- Assist with assessment and development of insurance payor contracts.
- Reviews billing reports to develop an on-going assessment of trends including evaluation of the fee schedule for opportunities for additional covered services, medical policy changes and reimbursement.
- Ensure staff is informed of changes in medical policy and billing policy.
- Develop and maintain periodic, e.g., bi-weekly, reports on the status of billing.
- Assists with billing department policies and procedures.

Minimum Requirements

- Minimum of three years of relevant experience with data management and health system contracting at a level normally acquired through completion of a bachelor's degree in health care administration, public health or related field.
- Knowledge of assigned program requirements, standards and best practices, and ability to plan and coordinate services.
- Advances problem-solving skills, and abilities to plan and develop assigned programs, evaluate results and compliance, and initiate corrective actions.
- Strong demonstrated knowledge and understanding of healthcare industry, legal and regulatory requirements.
- Strong organizational and analytical skills.
- Demonstrates strong time management and operations skills.
- Ability to plan and organize own work and accomplish multiple tasks in accordance with established practice and professional standards.

District Health Department #10 is an Equal Opportunity Employer