Medical Assistance Billing Coordinator
Baltimore City Health Department
Baltimore Infant and Toddlers Program

The Baltimore City Health Department is currently seeking a Medical Assistance Billing Coordinator for the Baltimore Infant and Toddlers Program (BITP). This position is full-time and responsible for the coordination of coding and billing requirements for the Medical Assistance program. Supervision is received from the Director of Early Intervention.

Some of the duties assigned to this position are:

- Primary contact for the medical assistance billing
- Collect and organize all information required for accurate submission of medical assistance billing in a timely manner
- Coordinate with program staff to resolve billing/claiming errors
- Research and solve denials and resubmit claims as necessary to ensure continuous revenue flow
- Monitor authorizations and work with support coordinators to obtain authorizations that accurately reflect services delivered
- Accurately track the monthly medical assistance claims submissions
- Respond to Medicare billing requests
- Develops and maintains record keeping systems and procedures
- Adequate level of knowledge of computerized information systems used in billing applications
- Enforces established billing related policies, procedures and regulations
- Assist with preparation of Medical Assistance related financial reports and forecasts as needed
- Maintains an organizational system to effectively accomplish goals and objectives, within organizational limits
- Perform other related duties as required

Requirements:

Education

- Associates Degree in Accounting, Business Administration or related field

Experience and Qualifications

- Previous experience in medical assistance or healthcare billing preferred
- Strong computer skills with proficiency in Microsoft Word and Excel, experience with electronic medical records is helpful
- Familiarity with Medicare/Medicaid billing and ICD-10 a plus
- Accurate math and clerical skills
- Ability to effectively organize work, determine priorities, work independently and complete assigned duties with minimal supervision
- Ability to work with sensitive information and maintain appropriate confidentiality
The annual salary for this position is $35,564 - $42,446. Benefit package includes, Health, Dental, Paid Holidays and Paid Leave.

**NOTE:** Those eligible candidates who are under final consideration for appointment in this position will be required to authorize the release of criminal conviction information and submit to drug and alcohol testing.

Interested candidates should submit a resume and cover letter by January 13, 2017 to:

Attn: Ms. Tyrinda Griffin-Jackson, Health Program Administrator
Baltimore Infants and Toddlers Program
3002 Druid Park Drive
Baltimore, Maryland 21215
Email address: tyrinda.griffin@baltimorecity.gov

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