



Brooklyn Community Services

Position: Billing Specialist/Administrative Assistant
Program/Department: BCS PROS (Personalized Recovery Oriented Services)
Reports to: Supervisory Staff
Work Location: 1310 Rockaway Parkway
Hours: Full Time

Position Summary:

A Billing Coordinator/Administrative Assistant at BCS PROS is responsible for the successful submission of billing claims. The claims process includes data entry, submissions, resubmissions and claims tracking, all within a managed care environment. Positive professional working relationships with key persons at multiple Medicaid Managed Care Organizations (MCOs), as well as BCS staff involved with Utilization Management (UM) must be established and maintained. A Billing Specialist/Administrative assistant will complete administrative tasks and assist in the management of the front office.

Responsibilities:

- Conduct billing submissions, resubmissions, and claims tracking.
- Resolve denials and troubleshoot same to prevent future occurrences.
- Develop and maintain excellent relationships with MCOs' staff.
- Develop and maintain up-to-date working knowledge of MCOs' Utilization Management practices including admissions, review, discharge criteria and service caps.
- Negotiate billing resolutions between provider and MCOs as needed.
- Generate and disseminate monthly and annual billing status reports.
- Assist with Quality Control, facilitate and engage in data scrubbing processes.
- Collaborate with BCS utilization management staff to ensure data quality.
- Maintain effective channels of communication with BCS service delivery staff.
- Participate in case conferences to develop effective strategies.
- Expand knowledge of managed care and AWARDS through active learning.
- Participate in agency wide groups and meetings as required.
- Work in partnership with Office Manager to complete daily administrative tasks including data entry, archiving and facilities management.

Qualifications:

Bachelor's degree in accounting/finance or related field required. Excellent communication and organizational skills are required. A Billing Specialist/Administrative Assistant is able to work independently and prioritize projects and tasks. Excellent interpersonal skills and adaptable computer skills are required.

Qualifications Preferred

Previous billing and administrative experience preferred. Ability to navigate Microsoft Excel and Foothold AWARDS preferred. Previous experience working with adult mentally ill/MICA population preferred.

Contact:

Email Resume and Cover Letter to:
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