

Twin County Recovery Services, Inc. is searching for a reliable Billing Clerk to perform tasks that will help us monitor our revenues. You will be responsible for ensuring the timely billing of reimbursable fees for services performed. In addition, the Billing Clerk is responsible for keeping current with health care billing requirements and applying those requirements to the Agency's billing system under the guidance of supervisory staff.

**Responsibilities:**

- Insurance billing including self-pay, other third party and electronic Medicaid billing.
- Performs telephone/electronic verification of benefit eligibility, co-payments, pre-certification of services including managed care tracking.
- Audits outstanding services, multiple visit reports, duplicate client data and general ledger transaction detail reports for accuracy.

**Skills:**

1. Practical experience in financial record keeping
2. At least 1 year of electronic third-party billing experience
3. High school diploma: further education will be a plus
4. Ability to effectively prioritize competing tasks
5. Proficient in Excel
6. Excellent math ability
7. Good organizational and communication skills