

Medical Bill Processor

At Liberty HealthShare, we believe our employees are one of our most important assets. As a **Medical Bill Processor**, you will be supporting one of the largest HealthShare ministries in the United States by providing top-notch, professional skills to process medical expenses submitted by providers and our members. The Medical Bill Processor is responsible for ensuring that medical bills are processed accurately according to Liberty HealthShare Guidelines to safeguard member's sharepower and in a timely manner.

This is a full-time position with an hourly rate range of \$16.50 - \$18.50, commensurate to your experience and skills. We have an impressive benefit package as well. If you select our AultCare with prescription coverage, Liberty HealthShare contributes \$2496 (\$104 per 24 pays) to a Health Savings Account (HSA) on your behalf. We also want you to plan for your future, so upon hire, we will match you up to 5%, doubling your retirement investment, when you enroll in our 403(b)-retirement plan. Training class for this position would begin on Tuesday, June 25, 2024.

See what we are about:

Working at Liberty HealthShare:

<https://libertyhealthshare.wistia.com/medias/qw2p6f9e3j>

Visit our career page at:

<https://www.libertyhealthshare.org/career>

40-hour work week.

Hours of training: 8:30am – 5:00pm

Schedule (after successfully completing training):

Choose between 6:00am – 2:30pm or 8:30am – 5:00pm

Primary Duties and Responsibilities:

- Demonstrates a thorough knowledge and interpretation of Liberty HealthShare Sharing Guidelines and associated membership programs.
- Process medical expenses accurately and in accordance with the guidelines, job aids and other training materials.
- Consistency and accuracy is a must for this position.
- Process bills accurately by verifying:
 - Member/patient information
 - Provider information
 - Reason for visit using diagnosis ICD-10 codes.
 - Services performed using CPT codes.
- Incident selection
- Date of service
- Pricing
- Exclusion reasons

- Member Eligibility
- Annual Unshared Amount (AUA)
- Accuracy of sharing
- Daily review of processing queues and e-mails
- Meet department standards for:
 - Quality
 - Production

Secondary Duties and Responsibilities:

- Complete special assignments/tasks/projects and other duties as assigned.
- Build solid relationships throughout LHS departments.
- Excellent time management and organizational skills (without direct supervision).
- Motivation to succeed and a passion for helping others.
- Detail oriented and process-driven.

Required Qualifications & Skills:

- Outstanding attention to detail
- Basic math skills
- Ability to multitask
- Computer experience
- Medical terminology background or education
- Medical billing or medical office training
- Ability to navigate through company proprietary software programs

Preferred Qualifications & Skills

- Experience in Medical Billing and Coding
- Experience in medical bill/claim adjudication and processing
- Experience in healthcare sharing
- Experience with Excel spreadsheet and Access

Required Education:

High School diploma or GED

Preferred Education/Certifications:

- Medical Terminology
- Medical Billing and Coding Certificate

Benefit package that includes the following options:

- AultCare with prescription coverage
- Health Savings Account (HSA)
- Employer-sponsored dental plan

- Liberty HealthShare program options
- AFLAC plans available
- 403(b) retirement plan with employer match up to 5% upon hire
- Paid Time Off (PTO)
- Employee Assistance Program (EAP)
- Company paid holidays (9)
- Bonus referral hiring program
- Minister on staff
- Standard work week is Monday through Friday
- Onsite training – paid
- Opportunities for advancement
- Marketplace-style lunchroom with vending machines and free coffee

EEOC Statement

Liberty HealthShare provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Liberty HealthShare complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Liberty HealthShare expressly prohibits any form of workplace harassment based on race, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Liberty HealthShare employees to perform their job duties may result in discipline up to and including termination.