Job Posting – FDRC Medical Billing & Office Specialist

This position is responsible for the medical billing submission process for the Frederick Douglass Recovery Center (FDRC) mental health clinic at the Douglass Community Association. **Duties include**: entering mental health services claims into PC-based billing software (EZCLAIMS v.9), sending billing submission to payers, posting payments, creating reports, and communicating information to FDRC Clinical Director. **Skills required include**: meticulous attention to detail and accuracy in completing the billing process, and familiarity with programs such as Microsoft WORD, EXCEL, and OUTLOOK email. This position also may include office duties and filing, and may include some receptionist duties. The successful job candidate must be a team player, have excellent interpersonal skills, and exercise good judgment when interacting with clinic clients, co-workers, and the public.

High School diploma required. Prior medical billing experience highly desired.

The position is 20-25 hours per week. Salary will be commensurate with the selected candidate's experience.

Please send resume to Anne M.R. Cooper, MA, LPC, Clinical Director, Frederick Douglass Recovery Center. Email address to use when forwarding resume: a.cooper@douglasscommunity.org

11-17-2014, post for 2 weeks