

**Western Montana Mental Health Center  
Recovery Center Missoula  
1201 Wyoming  
Missoula, MT 59801  
Phone: (406) 532-9900  
Fax: (406) 206-5301**

**Position:** Billing Clerk II

**Close Date:** Open Until Filled

**Hours:** Full Time

**Job Summary:** Performs and oversees all data entry activities including authorization requests and collections. Uses initiative and independence in organizing the recurring third party billing and collections. Assures all monthly billing is entered accurately.

**Essential Job Responsibilities:**

1. Performs any necessary correcting adjustments to accounts and maintains log of all adjustments.
2. Performs correcting entries to billing documents and monitors timely receipt of payments from self-pay and state block grant reimbursement sources.
3. Oversees third party credentialing of all new and existing licensed staff.
4. Performs pre-authorizations for potential patients.
5. Completes financial arrangements for potential patients.
6. Prepares billing for Medicaid and State Contract on monthly basis and monitors timely payments.
7. Responds to all consumer and/or third-party payer inquiries.
8. Works closely with accounts receivable on denial of claims.
9. Works Aged Trial Balance Report for self and state contract.
10. Complete quarterly and corrective billing to State.
11. Compiles daily and monthly statistics for center census.

**Job Requirements:**

- ▶ Thorough understanding of receivable billing and collection procedures.
- ▶ CPT Coding
- ▶ Experience with third-party billing procedures.
- ▶ Knowledge of clinic policies and procedures, programs, and services.
- ▶ Knowledge and application of confidentiality laws.
- ▶ Working knowledge of office practices, procedures, and rule.
- ▶ Knowledge of business English, spelling, and composition
- ▶ Knowledge of computerized billing systems.
- ▶ Proficiency and accuracy in data entry, word processing, and form design.
- ▶ Office management skills; skill in the use of office equipment, including multi-line phone system, computer, ten key, copier, fax, and other office machines; strong organizational and filing skills.

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to graduation from high school and some additional related course work.