



Benzie County Office
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Benzonia, MI 49616

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Leelanau County Office
7401 E. Duck Lake Rd
Lake Leelanau, MI 49653

Phone: 231-256-0200
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PERSONAL HEALTH DIVISION

Reimbursement Specialist 1 1.0 FTE (37.5 hours/week)

Responsibilities include:

- Reviews daily clinic reconciliations
- Reviews explanation of benefits (EOB) for denials and errors, and enters them into the practice management software using the appropriate adjustment codes and compiles documentation for write-offs
- Submits claims via the clearinghouse and via direct entry into various insurance company websites.
- Posts payments to individual client ledgers in the practice management software and enters adjustments as needed.
- Follows up on denied and rejected claims, re-bills, and write offs.
- Follow up on aged receivables and takes appropriate action to re-bill, collect, or write off.
- Communicates with clinic staff as needed for clarification of services rendered or insurance questions and assists with procedure correction.
- Retrieving and entering of water results into appropriate management software
- Compile and send out compliance monitoring reminders to Type II facilities
- Assist in the development of resources to improve efficiency of effort to keep facilities in regulatory compliance.
- Assist Type II Coordinator with a variety of required program correspondence.
- Assist Type II Coordinator with the compilation of data for monthly, quarterly, and annual reports
- Filing of documentation associated with the Type II program.

Education / Training

This position requires a high school diploma with 1 to 3 years of expansive work experience.

Preferred knowledge and experience

Organizational skills, excellent computer skills, basic billing process, practice management software, attention to detail, accuracy, deductive reasoning, work independently, and ability to multi-task.