



Job Description

Position Title:	Billing Clerk
Employment Classification:	Full-Time; Hourly; Non-Exempt
Reports to:	Quality Assurance Lead
Department:	Collaborative Courts Full Service Partnership (CC FSP)
Program Summary:	Court Programs includes services through the Collaborative Courts, Full Service Partnership Wraparound Services for Children and Youth. This program offers case management and intensive support to youth served through the Collaborative Courts. The program is funded through a contract with the County of Orange Health Care Agency.
Position Summary:	Works collaboratively with the Program Director, Quality Assurance Lead, Clinical Supervisors and Mental Health Case Managers. Responsible for ensuring the billing is accurate in County Database IRIS. Oversees timelines and completes reports. Upholds the quality of standards held by Orangewood Foundation in order to abide by contract requirements.

Major Areas of Responsibility:

- Follows and abides by Medi-Cal guidelines
- Ensures HIPAA regulations are adhered to
- Performs data entry functions in accurate and timely manner
- Responsible to input billing into IRIS (county database)
- Reviews Encounter Documents to ensure accuracy
- Update Orangewood Foundation internal database
- Creates client charts and does all filing
- Updates client information, funding changes, change of Therapist/Diagnosis, Transfer of Coordinator, etc. in a timely manner
- Abides by Pathways to Wellbeing and Intensive Services billing requirements
- Reconciles billing monthly
- Open cases in IRIS within 24 hours upon receiving completed intake package
- Close cases – reconcile claims with Health Care Agency reports; inform Quality Assurance Lead and Program Director of billing discrepancies
- Complete monthly financial sheet
- Runs Medi-Cal Eligibility by the fifteen of each month
- Track referral and linkage form
- Print monthly coordination of care report
- Oversees Health Care Agency consumer materials
- Attends monthly County meetings as needed
- Completes required Health Care Agency and Orangewood Children's Foundation trainings

Knowledge, Skill and Experience Requirements:

- High school diploma, and/or college course work a plus
- Two (2) years previous data entry work experience in community mental health
- Proficient in Microsoft Office applications: Outlook, Word, PowerPoint, Excel, Access.
- Medi-Cal experience required

- 10-Key experience required
- Good customer service skills, organized, attention to details, able to work under pressure and strong analytical skills to problem
- Comfortable presenting oneself in community settings and professional meetings
- Bilingual proficiency in Spanish preferred
- Possess a valid California driver's license and proof of automobile insurance. Position requires DMV clearance
- Pass a background check

Essential Qualities:

- Understanding of and passion for the Foundation's mission and vision
- Exemplifies organizational core values of trust, respect and compassion
- Demonstrates organizational operating principles of communication and teamwork
- Displays the organization's essential attitudes by approaching projects, activities and other job functions with flexibility and a positive attitude
- Enjoys working as part of a team

Working Environment/Physical Requirements: Primarily an office job. Occasional driving to meetings and trainings Physical requirements include standing, sitting, typing, bending and lifting up to approximately 30 lbs (i.e. tables, chairs, food, water, etc.)

Modification to work schedule may be made based on need of the Foundation.

Orangewood Foundation is an Equal Opportunity Employer.

Interested? Apply today!

All applicants must submit an application, resume and cover letter at:

<https://orangewoodfoundation.org/employment>