

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.  
JOB DESCRIPTION**

**DATE ESTABLISHED:** 12/22/2020  
**DATE LAST AMENDED:**

**TITLE OF POSITION:** CFS Billing Specialist

**POSITION NUMBER:** Job Code 10-11

**PROGRAM:** Client Financial Services

**MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:** High school graduate or equivalent required. 1-3 years third party billing experience required. Familiar with HIPAA guidelines/regulations preferred. Knowledge of general billing accounting procedures preferred. Knowledge and experience in the behavioral health field preferred but not required. Strong data entry skills required. Have flexibility, personal integrity, the ability to function independently, and to work effectively and tactfully with personnel, insurance representatives, clients, their families, and outside organizations.

Life Management Center relies heavily on technology to run its business; therefore, all employees are required to have basic computer skills. These basic skills will include knowledge of creating folders, saving and retrieving files, e-mail (Outlook), MS Office (Word and Excel), using web browsers such as Internet Explorer, along with operating a keyboard, mouse, and printer.

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

Life Management Center maintains and enforces a drug-free workplace policy. Applicants are required to be drug tested prior to employment. Under certain circumstances, employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the employee Handbook and set forth in the Drug-Free Workplace Policy, available through the Human Resources Department and the organization's website at [www.lifemanagementcenter.org](http://www.lifemanagementcenter.org)

**SUPERVISOR:** Client Financial Services Supervisor

**POSITIONS SUPERVISED:** None

**WAGE AND HOUR STATUS:** Non-Exempt

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**DESCRIPTION OF DUTIES AND RESPONSIBILITIES: \***

**ESSENTIAL FUNCTION:** (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

\*Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

1. AR Reconciliation. Check Batch Claim Error Report and Pending Report regularly to determine claims that have been submitted, but not paid. Follow up on these claims to determine reason for non-payment, including calling insurance companies and/or resubmitting claims.
2. Audit claims for compliance with payer requirements prior to batching by the outsourced billing company.
3. Stay current on commercial third party and Medicaid billing procedures, procedure codes, filing limits, authorization requirements, and credentialed providers for any particular insurance as applicable.
4. Manual posting of payments not otherwise posted by the outsourced billing company.
5. Assisting clients with questions concerning statements.
6. Manual submission of Florida Medicaid claims on the provider portal.
7. Other tasks as assigned by the CFS supervisor.

**PHYSICAL REQUIREMENTS**

- Must be able to hear conversational speech, visually observe client behaviors for safety and communicate effectively with clients and co-workers
- Vision requirements include close and distance vision

Activity	Expectation			
Standing	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	<input type="checkbox"/> None
Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent	<input type="checkbox"/> None
Driving vehicles	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	<input type="checkbox"/> None
Lifting and/or Carrying	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	<input type="checkbox"/> None
Bending and/or Stooping	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	<input type="checkbox"/> None
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	<input type="checkbox"/> None
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	<input type="checkbox"/> None
Other (lift above waist/reaching etc., please explain)	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	

Speaking:  Yes  No  
Hearing:  Yes  No  
Reading Comprehension:  Yes  No

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Repetitive motion with hands, wrists, arms (e.g. keyboard, typing, handwriting, etc.)  Yes  No

Ability to lift and carry up to 15 pounds.

Ability to handle stressful situations:  Minimal  Moderate  Frequent

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel Overnight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime (Non-Exempt only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Holidays/Weekends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

\* Not Anticipated

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Copy received by:**

**DATE** \_\_\_\_\_

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