



Job Title: Full-Time Biller for Private Outpatient Mental Health Practice

Company: Western New York Psychotherapy Services

Location: 70 Linwood Ave, Orchard Park, New York, 14127

About Us:

Join our dynamic team at WNY Psychotherapy Services, a friendly and upbeat private outpatient mental health practice dedicated to providing exceptional care. With approximately 30 social workers, psychologists, and nurse practitioners, we strive to create a positive and productive work environment.

Job Description:

We are seeking a skilled and detail-oriented Full-Time Biller to join our team. In this role, you will be responsible for managing the billing processes for our practice, ensuring accurate and timely submission of claims to insurance companies and other payers. Pay range \$18-\$22 per hour.

Responsibilities:

- Prepare and submit insurance claims, including verifying patient information, diagnosis codes, and procedure codes.
- Follow up on outstanding claims, denials, and appeals to maximize reimbursement.
- Maintain proper documentation and records of billing activities.
- Collaborate with the administrative team to ensure accurate patient billing and collections.
- Stay updated with insurance regulations and coding guidelines to ensure compliance.

Requirements:

- Previous experience as a medical biller or in a similar role within the healthcare industry.
- Proficient in medical billing software and familiar with insurance claim processes.
- Strong knowledge of CPT, ICD-10 coding systems, experience with perfect care would be a bonus.
- Excellent attention to detail and organizational skills.
- Ability to multitask and meet deadlines in a fast-paced environment.
- Strong communication and interpersonal skills.

Schedule:

- Monday to Thursday: 8:00 AM to 4:30 PM
- Friday: 8:00 AM to 3:30 PM

If you are a motivated individual with a passion for healthcare administration and a desire to work in a supportive team environment, we would love to hear from you!

To apply, please submit your resume and a cover letter detailing your relevant experience to:
joe@wnypsychotherapy.com