**Job Title: Mental Health Billing/AR Specialist**

**Company:** Lutheran Counseling Services

**Location:** Winter Park FL

**Job Type:** Part-Time about 15 hours a week

**About Us:** LCS is a rapidly expanding non-profit organization, motivated by the grace of God, dedicated to providing professional counseling, mental health education, and consultation for individuals, families, and community seeking growth and renewal. Our mission is to make a positive impact on mental health and well-being. As we continue to grow, we are looking for a motivated and skilled Part-Time Mental Health Billing/AR Specialist to join our team.

**Position Overview:** We are looking for an organized and detail-oriented individual to fill the role of Mental Health Billing/AR Specialist. The ideal candidate will have a solid background in mental health billing and accounts receivable management, ensuring accurate and timely reimbursement for services provided. In this position, you will play a crucial role in ensuring accurate billing processes and accounts receivable management for our mental health services.

**Responsibilities:**

1. **Billing and Claims Submission:**
   * Generate and submit mental health insurance claims accurately and in a timely manner.
   * Verify and update patient insurance information.
   * Resolve billing issues, rejections, and denials promptly.
2. **Accounts Receivable Management:**
   * Monitor and follow up on outstanding accounts receivable to ensure timely payment.
   * Identify and address any discrepancies in payments or billing information.
   * Work closely with insurance providers to resolve payment-related issues.
3. **Documentation and Reporting:**
   * Maintain detailed and accurate records of billing and payment activities.
   * Generate regular reports on accounts receivable status and billing performance.
4. **Communication and Collaboration:**
   * Communicate effectively with internal staff, clinicians, and insurance companies to address billing inquiries.
   * Collaborate with the LCS team to streamline processes and enhance efficiency.

**Qualifications:**

* Proven experience in mental health billing and accounts receivable management.
* In-depth knowledge of mental health billing codes and insurance reimbursement processes.
* Familiarity with Therapy Notes systems and healthcare management software.
* Strong attention to detail and accuracy.
* Excellent communication and interpersonal skills.
* Ability to work independently and collaboratively within a team.
* Knowledge of HIPAA regulations and compliance.

**Education and Experience:**

* High school diploma required; additional certification in medical billing or related field is a plus.
* Spanish speaking is a plus.

**How to Apply:** If you are passionate about mental health and possess the skills and experience required for this role, we invite you to submit your resume and cover letter to [admin@lcsfl.com](mailto:admin@lcsfl.com). Please include "Mental Health Billing/AR Specialist Application" in the subject line.

Lutheran Counseling Services (LCS) is an equal opportunity employer and encourages candidates from all backgrounds to apply. We thank all applicants for their interest, but only those selected for an interview will be contacted