



## **Billing Manager**

Summit County's premier Behavioral Healthcare provider has the following exciting opportunity available. Our Non-profit behavioral healthcare center is seeking a full-time Billing Manager to work in our Downtown Akron office.

Portage Path Behavioral Health has been providing quality mental health services for almost 50 years. With outpatient offices in three locations, we provide comprehensive community mental health services and we also have partnerships in the healthcare and social services communities.

The successful candidate will be responsible for the over-sight and coordination of medical billing, coding, and reimbursement for the agency. The candidate will report to the Director of Accounting and will function in a peer relationship with other managers in the organization.

The individual must have knowledge of professional electronic claims processing, E/M and HCPC coding, and third party payment contracts, including Medicare and Medicaid. Must be computer literate, particularly strong with Microsoft Word and Excel programs. Must be able to communicate effectively and professionally both verbally and in written correspondence. Must possess the ability to maintain an organized electronic record-keeping system, and demonstrate working knowledge of billing and compliance policies. In addition, the candidate must be able to effectively demonstrate leadership skills and a professional image.

This position requires a very high level of accuracy and timeliness to meet weekly and monthly deadlines. Project management experience is a plus. A High School Diploma and a minimum of (5) five years' experience in medical billing are required. Ideal candidates will have a minimum of (1) year experience in the mental health medical billing field and experience in a supervisory role. Medical billing and coding certifications a plus.

For confidential consideration, please E-Mail, fax or send resume (no phone calls please) or apply to:

Portage Path Behavioral Health  
Attn: Human Resources  
340 S. Broadway St. Akron, OH 44308  
[jobs@portagepath.org](mailto:jobs@portagepath.org)  
Fax: (330) 253-5248  
An Equal Opportunity Employer.