



## **Medical Biller**

Portage Path Behavioral Health has the following exciting opportunity available. Our Non-profit behavioral healthcare center is seeking a full-time medical biller to work in our financial department. This employee will report to the Billing Manager and function in a peer relationship with all other financial aid staff. This position will be responsible for monitoring and working the A/R reports for various payers and assisting with other financial department projects, as needed.

The ideal candidate will have at least 1-2 years of experience in medical billing and claims follow-up or comparable education courses with the skills necessary to help improve our current collections procedures and reduce A/R days. The successful applicant will work on a number of tasks requiring in-depth evaluation and problem solving on a daily basis. The employee must be able to prioritize job duties and multitask on a daily basis. Candidate should be able to type at least 55 wpm. A minimum of a high school diploma is required.

Successful Candidate will be a motivated team player with excellent communication skills. A high degree of accuracy and confidentiality is required. Previous working knowledge of the mental health and Medicaid managed care field is a plus.

Portage Path Behavioral Health offers a vibrant clinical environment with a competitive hourly wage & excellent benefits package. For confidential consideration, please E-Mail, fax, or mail resume with salary requirements to:

Portage Path Behavioral Health  
Attn: Human Resources  
340 S. Broadway Street  
Akron, OH 44308  
An Equal Opportunity Employer  
Job Type: Full-time