



P. O. Box 782
Mt Sterling, KY 40353

859-497-0594
fax 859-432-1025

Job Title: Behavioral Health Billing Office Assistant

Location: Mount Sterling, KY

Position Type: Part-Time

Position Summary:

The Behavioral Health Billing Office Assistant plays a vital role in ensuring the accurate and timely processing of billing and administrative tasks within a behavioral health setting. This position involves working closely with healthcare providers, patients, and insurance companies to ensure that all services rendered are properly billed, coded, and processed for payment. The ideal candidate should have a strong understanding of behavioral health billing procedures, insurance verification, and HIPAA compliance. This role is essential to the smooth financial operation of a behavioral health practice, ensuring that all billing processes are accurate and timely while maintaining compliance with regulations.

Key Responsibilities

- **Billing and Coding :** Accurately process insurance claims and patient bills for behavioral health services, ensuring the correct codes are used (ICD-10, CPT, etc.).
- **Insurance Verification:** Verify patient insurance information, including eligibility, coverage, and benefits, prior to service delivery.
- **Patient Communication:** Communicate with patients to resolve billing inquiries, explain charges, and provide statements or payment plans when necessary.
- **Documentation Management:** Maintain accurate and organized records of patient accounts, billing statements, insurance claims, and correspondence.
- **Claims Follow-up:** Monitor outstanding claims and follow up with insurance companies to resolve issues, denials, or payment delays.
- **Compliance:** Ensure all billing practices adhere to federal, state, and insurance guidelines, including HIPAA regulations and insurance contract terms.
- **Collaboration:** Work closely with clinical staff, office managers, and insurance representatives to resolve billing issues, discrepancies, and payment concerns.

Qualifications

- High school diploma or equivalent (associate's degree in healthcare administration, medical billing, or related field preferred).
- Previous experience in medical or behavioral health billing is preferred.
- Knowledge of insurance terminology, ICD-10, CPT coding, and HIPAA compliance.
- Strong organizational, communication, and customer service skills.
- Proficiency in office software (e.g., MS Office) and billing software/systems.



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- Attention to detail, with the ability to manage multiple tasks and deadlines effectively.

Schedule:

- Part-time, flexible schedule

How to Apply:

Please submit your resume and cover letter highlighting relevant experience and qualifications for the position to nscc.billing@newsongcounseling.org.

About Us:

NewSong Counseling Center staff support each other not only professionally but also personally. We provide opportunities to bond in relationships, unite in faith, and share new knowledge in the field.

With over 11 years of involvement in our community, our counselors are booked up to 3 months in advance. We offer an administrative team to oversee scheduling and billing, benefits, credentialing to all the major insurance companies, and we fully furnish offices for each of our counselors.

Let us handle the stress of a private practice so you can focus on your clients!