



Job Description

Claims Biller

Salary Range \$60,000- \$65,000 (Salary commensurate with experience)

Classification: Non-Exempt

Reports to: Director of Revenue Cycle Management

When applicable for the job, “SCS currently has a hybrid work model with three days in office and two days remote.”

A Claim's biller oversees collections and manage payments for home care invoices and client services. Their work includes updating client data, developing payment plans, and ensuring invoices are paid by the contracts. Ensure that home care contracts and private pay clients are billed timely and accurately. In this position, you will be responsible for a variety of tasks requiring data analysis, in-depth evaluation, and sound judgment. As the claim's biller, your daily duties will include maintaining A/R payments/billing software, appealing denied claims, and recording late payments.

Job Responsibilities

- Monitor and ensure payments are being made in accordance with the terms of the contract.
- Ensuring the billing information is accurate and up to date.
- Preparing bills and invoices, and documenting amounts due for home care services.
- Collecting and reviewing referrals and pre-authorizations from the intake department.
- Monitoring and recording late payments.
- Following up on missed payments and resolving financial discrepancies.
- Examining home care and contract claims for accuracy and requesting any missing information.
- Investigating, appealing and resolving denied claims.
- Helping clients develop patient payment plans for surplus monthly charges.
- Maintaining billing software by updating rate change, cash spreadsheets, and current collection reports.
- Correct any billing issues and make any necessary adjustments, while communicating this change with the contract and filling appeals where appropriate.

Medical Biller Requirements:

- Associate's degree in business, health care administration, accounting, or a relevant field.
- A minimum of 2 years of experience as a claims or medical biller or similar role.
- Experience in billing for Managed Care Organizations (MCO) and NYC Human Resources Administration (HRA) is preferred.
- Excellent organizational skills and attention to detail.
- Knowledge of EMEDNY, clearing house and other electronic billing portals.

- Prior Home care experience/billing or HHA exchange software.
- Excellent written and verbal communication skills.
- Attention to detail and problem-solving skills

How to apply: Email a cover letter and resume to billingposition@scsny.org Please put “Claims Biller” in the subject line.

All positions at **Sunnyside Community Services** are filled without regard to race/color, religion/creed, national origin, age, sex/gender, sexual orientation, gender identity or expression, disability, pregnancy-related condition or lactation, military/veteran status, marital status, familial status, caregiver status, sexual or reproductive health decisions, height, weight, status as a victim of domestic violence/stalking/sex offenses, predisposing genetic characteristic, immigration or citizenship status, prior arrest or conviction record, credit history, salary history, unemployment status, pre-employment marijuana testing, union affiliation/activity, or for reporting or opposing discrimination on these bases or for reporting or opposing violations of workplace health and safety, pay equity or practices, or for participating in any internal or any legally protected status listed in the New York City Human Rights Law (NYCHRL). All are encouraged to apply.

Sunnyside Community Services strives to address, explore, and educate all our stakeholders about the diversity of human experience and to advance and integrate racial equity and social justice into all organizational policies and programs. We believe that everyone, regardless of who they are or what they do for the organization, should feel equally involved and supported. Sunnyside Community Services represents a commitment to considering the whole person and how systemic barriers and access to opportunities can affect their well-being.

Equal Opportunity/Affirmative Action Employer.

For more information about **Sunnyside Community Services**, please visit their website at www.scsny.org