



JOB ANNOUNCEMENT

JOB TITLE	POSITION NUMBER
Credentialing/Billing Specialist	
POSTING DATE	DEADLINE DATE
	Until filled
POSITION LOCATION	
Lookout Mountain Community Services Administration Office 501 Mize Street Lafayette, GA 30728	
GENERAL NATURE OF JOB DUTIES	
Under general supervision responsible for coordination and preparation of medical staff functions, processing credentialing and re-credentialing applications for various providers. Ensuring that staff member's credentials and licenses are valid and up-to-date, researches potential new employees to ensure that they possess the necessary licenses and credentials in order to provide billable services. Mails, reviews, and verifies credentialing applications. Sets up and maintains a provider data base online. Maintains records and reports regarding credentialing activities such as accreditation, membership, or facility privileges. Assists in maintaining compliance with accrediting and regulatory agencies in regards to credentialing while developing and maintaining a working knowledge of statutes and laws related to maintaining compliance. The billing functions/duties will consist of retrieval of Explanation of Benefits (EOBs) from commercial sites, identifying and resolving billing issues, which will include collection and follow up, along with resolution of those issues. Additional Revenue Cycle duties will include insurance verification of new and returning individuals. Primary work hours are Monday through Friday 8:00 a.m. to 5:00 p.m.	
MINIMUM QUALIFICATIONS	
High School Diploma or GED, At least 21 years of age, and three years of good driving history and at least two years' experience with functions and/or duties related to billing and/or credentialing. Preferred Qualifications: Two years' experience with functions/duties related to billing, revenue cycle duties, and/or credentialing.	
HOW TO APPLY	
Applicants should submit a Lookout Mountain Community Services Application to the following: Lookout Mountain Community Services ATTENTION: Human Resources Department PO Box 1027 LaFayette, GA 30728 E-Mail: Jobs@LMCS.org Telephone: 706-638-5580 x 4114 FAX: 706-638-5445 <i>Lookout Mountain Community Services Application can be found at www.lmcs.org or contact 706-638-5580 x 4114</i>	Due to the volume of applications received we are unable to provide information on your application status over the phone. Applicants who are selected for an interview will be contacted to arrange for an interview. Applicants who have a disability, which require special accommodations should contact the Human Resources Department. <i>Lookout Mountain Community Services Application</i> should be filled out carefully and completely with the last ten years of work history included. Attach documentation to support education/training/licensure certification. If your application is not complete you may forfeit the opportunity of an interview. Keep a copy of your application. Copying service is not available at LMCS. APPLICANTS SHOULD NOT SUBMIT A RESUME IN LIEU OF A LOOKOUT MOUNTAIN COMMUNITY SERVICES APPLICATION. <i>In-House applicants will be considered prior to applicants being considered outside the agency.</i>

**THIS POSITION REQUIRES PRE-EMPLOYMENT DRUG TESTING
AN EQUAL OPPORTUNITY EMPLOYER**