

MaineCare Billing Supervisor

SeniorsPlus is seeking a full-time, MaineCare Billing Supervisor in our EIM Division in Lewiston. This position organizes and implements EIM billing to include supervision of Biller staff members. Assures timely and accurate preparation and submission of claims to MaineCare or other third party payers as needed, examines and resubmits denied claims for payment and troubleshoots problems. Provides information and reports to SeniorsPlus Fiscal Department and Director of Finance according to monthly procedures. Responds verbally and in writing to contracted providers; inquiries regarding invoices, errors and payment status. Assures compliance with regulations, policies and procedures and models excellent customer service skills.

Qualifications include: Bachelor's degree in Business, Accounting or related field, and a minimum of 5 years experience in a supervisory/leadership position, preferably with a focus on medical billing or claims processing. Three to five years experience in a computerized office environment and experience using relational databases and Microsoft Office Excel. Working knowledge of ICD-9, HCPCS coding, MaineCare reimbursement, basic accounting and business office procedures. Experience may be substituted for education.

Interested candidates should submit a letter of interest including salary requirement, and resume to jobs@seniorsplus.org, or:

Human Resources
SeniorsPlus
8 Falcon Road
Lewiston, ME 04240

SeniorsPlus is an Equal Opportunity Employer