Home Based Care (HBC) Biller

SeniorsPlus is seeking a full-time, 40 hours/week individual for the Home Based Care (HBC) billing position in our Lewiston office. This position prepares and enters claims into a billing database for contracted providers examining invoice errors, communicating with providers to troubleshoot problems. Responds verbally and in writing to contracted providers’ inquiries about invoices, errors, and payment status. Runs pay orders and creates invoices for provider reimbursement.

Qualifications include: Two-year degree from a college or technical school in related field or equivalent training. Two or more years of healthcare billing in a computerized office environment, MaineCare and Third-party billing experience highly desired.

Experience using relational databases and overall knowledge of Microsoft Office products with demonstrated skill and knowledge of Excel and Microsoft Outlook required. Excellent communication and customer service skills a must.

Interested candidates should submit a letter of interest including salary requirement, and resume by September 8 to jobs@seniorsplus.org, or:

Human Resources
SeniorsPlus
8 Falcon Road
Lewiston, ME  04240