



### **Medical Billing Specialist and Front Office Team Leader**

**Vision:** A community that works collaboratively to ensure that all children and families have access to early education, behavioral and mental health services to improve their well-being.

**Mission:** Old Mill Center for Children and Families is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

**Position Summary:** The Medical Billing Specialist and Front Office Team Leader is responsible for the daily operations of the following business functions: scheduling, insurance billing and collections for Outpatient Mental Health Services, reception and customer service, and records management.

The Medical Billing Specialist and Front Office Team Leader provides leadership, management and supervision to the front office and clinical billing support staff. He/she works closely with the Program Manager Outpatient Services, Clinical Supervisors and the clinical teams and the HIPAA Compliance officer.

**Qualifications and Experience:** Associate or Bachelor Degree in Medical Billing or minimum of four years' increasing experience in medical billing and collections or medical finance/accounting required. Experience working with software for clinical office management, medical billing and Electronic Health Records required, preferably in a Mental Health setting. Understanding of insurance credentialing and Oregon Administrative Rules for Outpatient Mental Health Services and Day Treatment mental health Services desirable.

Experience leading and motivating a small team to produce quality services and simultaneously manage several projects is essential. Ability to be self-initiating and self-monitoring; ability to cooperate and work easily with other adults and to relate well to the community is essential. A track record of making sound decisions, functioning as a team member, maintaining a sense of humor, and relating well to others is also essential for this position.

**Responsible to Whom:** Reports directly to the Executive Director and is a member of the Administrative Support team.

**Please send a cover letter along with your resume to [kathleen\\_young-eperjesi@oldmillcenter.org](mailto:kathleen_young-eperjesi@oldmillcenter.org)**