

Benefits/Billing Associate

St. Christopher's Inn, located in Garrison, NY at Graymoor, seeks a professional to assess eligibility and assist the clients with applications for financial assistance to meet their treatment and medical needs. Use your comprehensive knowledge of managed care including benefits, credentialing, contracting and medical necessity. Will perform and track insurance service authorizations and concurrent reviews. Includes billing, payment posting and accounts receivable.

Requirements include:

- Associate's Degree required
- 3 years medical billing experience
- Familiarity with DSS programs
- Proficient in MS Word and Excel
- Familiarity with electronic billing software
- Good organizational and interpersonal skills