

Bridge Health

Job Announcement

JOB TITLE	POSITION NUMBER
Billing Clerk	
POSITION LOCATION	
Bridge Health CSB Administration 501 Mize Street Lafayette, GA 30728	
GENERAL NATURE OF JOB DUTIES	
Bridge Health is seeking an individual to join our billing department in a part time role as a Billing Clerk. Position will include completing functions related to Accounts Receivable, applying payments to individual's accounts, either paid by them or a Care Management Organization (CMO). Billing claims to respected payer and obtaining authorizations for the Bridge Health Wraparound program. This will be a part time position with less that 29 hours per week. Once training is complete reporting schedule will be flexible.	
MINIMUM QUALIFICATIONS	
At Least 21 years old, three years of good driving history, and at least two years of experience with billing, preferably in healthcare setting. Preferred Qualifications: Very good computer skills, experience with billing in a medical setting or behavioral health setting.	
HOW TO APPLY	
Please email Resume to Jobs@lmcs.org OR you may complete a full Employment Application on our website at www.bridgecsb.org	

This position may require pre-employment drug testing
An Equal Opportunity Employer