

Bridge Health

Job Announcement

JOB TITLE	POSITION NUMBER
Billing Specialist	
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 full-time role as a Billing/Accounting Specialist. This position includes completing functions such as billing claims to various insurances along with billing/invoicing federal, state and local grants. This positions also consists of applying payments to individual's accounts as well as to the general ledger via journal entries. This position requires tracking payments and contracts on grants. This position would also work to obtain authorizations to some of the many programs within Bridge Health.	
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. Attention to detail is a must. 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