

VERA FRENCH COMMUNITY MENTAL HEALTH CENTER
NOW HIRING! IMMEDIATE OPENING!

Billing Office Coordinator

Summary of Position:

The Billing Office Coordinator is responsible for leading the operations of the Billing Office, which includes billing, payment, collection, and revenue cycle management. Provide supervision, development, leadership, support, and coordination to the billing staff; communicate Vera French policies to staff and ensure implementation within the system. Develop productive, efficient work teams; evaluate billing staff performance, provide mentoring and facilitate disciplinary action when applicable. Manage the patient revenue cycle, including denial management and all collection processes.

Qualifications/Requirements:

Associates Degree or High School Diploma with equivalent billing/accounting experience required. Medical Office experience preferred (with high preference given to direct Mental Health experience). Minimum of five (5) years of office/administrative support and supervision; medical office preferred. Professional Coding Certification preferred.

JOIN OUR TEAM!

We offer a competitive salary and benefit package including:

- Group Health, Dental and Vision Insurance
- Life Insurance, AD&D, LTD
- 401(k) with employer matching contribution
- AFLAC
- Holiday/Vacation/Sick Time
- Opportunities for CEU's

WHAT IS VERA FRENCH COMMUNITY MENTAL HEALTH CENTER?

Since 1967, Vera French Community Mental Health Center has been **providing quality, accessible, and comprehensive mental health care** to all in this community. We serve over 10,000 clients each year through numerous programs and services for children and adults. We are one of the largest community mental health centers in the State of Iowa.

INTERESTED IN APPLYING?
**SEND COVER LETTER
AND RESUME TO:**

**Human Resources
Vera French Community
Mental Health Center**
1441 W. Central Park Ave.
Davenport, IA 52804
563-324-4368 (Fax)
HR@verafrenchmhc.org

**Vera French Community Mental Health Center
is an Equal Opportunity Employer.**

We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings