

**Job Title: Client Accounts Representative**      **Department: Client Accounts/LaSalle**  
**Reports to: Client Accounts Supervisor**      **Effective Date: ASAP**

**Job Summary: Responsible for completing tasks within the client accounts department, including running reports, cross referencing billing/charges and communicating to other staff entries that need to be corrected.**

**Duties/Responsibilities:**

- Performs tasks to assure that state software, client electronic record are accurate and up to date with most recent information related to insurance and demographic
- Participates actively in agency, department meetings, trainings and supervisions
- Reviews client services within the billing system and assures corrections are completed in a timely.
- Completes financial interviews with clients seeking services
- Faxes requested documentation to insurance companies
- Performs check and balance of entries into the system to assure completeness and accuracies.  
*\*Performs other related duties as assigned.*

**Education and Experience:**

- Required High School Diploma or equivalent
- Prefer experience working in healthcare billing
- Prefer background working in medical/business office billing department

**Salary and Benefits**

- Competitive Salary with potential for annual increases
- Full Time Benefit package, including Health, Dental, Vision Insurance. LTD, 401K, PTO, Holidays

**Application Process**

Submit resume to HR@ncbhs.org