



**Job Title:** Claims Specialist **Job Group:** V  
**Location:** Cayuga Admin- 301 Cayuga Rd., Suite 200 Cheektowaga, NY 14225  
**Reports to:** Billing Manager

**SUMMARY:**

Enters billing and other data into computer; posts billing data and generally organizes billing and re-billing materials; produces report from computer as requested. Types and performs related clerical work as required.

**RESPONSIBILITIES:**

- Enters and verifies data from source documents directly to billing software.
- Posts billing, prepares re-billings and keeps client master files up to date as information is provided.
- Keeps billing materials organized and up to date.
- Produces routine computer reports in a timely manner.
- Provides receptionist and clerical duties as required.
- Input client demographics and verifies accuracy of insurance information.
- Reviews services provided with regard to OMH, Medicare, and Managed Care regulations.
- Posts Medicaid, Medicare and Managed Care payments and reviews denials for possible errors.
- Processes Managed Care claim forms.
- Other billing duties as required.

**REQUIRED KNOWLEDGE, AND SKILLS:**

- Knowledge of the operation and use of personal computer
- Ability to organize and maintain billing materials in an orderly, timely fashion.
- Ability to take initiative, make appropriate decisions and solve problems with a minimum of supervision
- Ability to perform routine arithmetic computations
- Ability to understand and follow routine oral and written instructions
- Knowledge of good English usage and grammar
- Ability to receive clients and office callers and to establish and maintain good working relationships

**QUALIFICATIONS:**

High School Diploma or equivalency including or supplemented by courses in typing and computer operations plus two years' full time paid experience performing billing functions OR Graduation from a two-year business school with courses in typing and computer operations plus two years' full time paid experience performing billing functions.

**To apply, please use the following link:**

**[https://workforcenow.adp.com/jobs/apply/posting.html?client=lsbehavior&jobId=220532&language=en\\_US&source=CC2](https://workforcenow.adp.com/jobs/apply/posting.html?client=lsbehavior&jobId=220532&language=en_US&source=CC2)**