

Northeastern Center, Inc.
POSITION OPENING

Position Title: Billing/Collections Supervisor

Position Type: Administrative

Position Location: Administration - 3rd Floor

Shift: 1st Shift

Full or Part Time Status: Full Time

Position Duties: The Billing/Collections Supervisor is responsible for the timely and accurate processing of third party payer claims including Medicaid, Medicare and commercial insurance; for timely completion of refunds and rebilling; and for collections and bad debt processing.

Experience Expectations: Two years experience in medical or mental health billing.

Education Expectations: High School or equivalent

Date Position Opened: 11/10/2021