

Job Opening: Insurance and Medicaid Billing Specialist (part-time)

Be part of a team that inspires children and families, changing their lives!

HopeSpoke is hiring a part-time Medicaid and Billing Specialist. This position supports our clinical team by working directly with clients, therapist, supervisors, and staff. The position will manage aged accounts, claims, posting payments, track authorizations, verify insurance, set up new accounts, communicate and troubleshoot with payers, and will help cover a fast-paced front desk occasionally.

Are you up for the challenge?

Job Duties/Requirements

Positive attitude, stellar attendance, and strong organizational skills

People person with the ability to work independently

Strong attention to detail

Ability to multitask

Ability to effectively and positively communicate with clients, coworkers, payers, and others

Knowledge of Microsoft Office including Word and Excel

Ability and desire to learn and understand new and changing computer software

Data entry, cash handling, and report creation skills strongly desired

Part-time day shift, one (early) evening, 30 hours per week

A great team means hiring the right people. Is it you?

HopeSpoke offers:

- Great Benefits including insurance and ample PTO
- Comfortable workplace
- Employee Development

Hourly salary range, based on experience: \$15.00 - \$16.50

You may also send your resume to:

HopeSpoke

Attn: Kim Rutten

2444 O Street

Lincoln, NE 68510

or email krutten@hopespoke.org

HopeSpoke is an Equal Opportunity Employer.