

MMHP is seeking a Billing & Financial Clerk to be based in Augusta, Maine. Maine Mobile Health Program is a community health center focused on supporting Maine's agricultural workers and their families through mobile health services and case management.

The Billing & Financial Clerk is a financial position primarily responsible for managing the Maine Mobile Health Program's medical claims and providing general financial support to the finance team. This role is responsible for claims processing and the program's liaison for billing questions on behalf of voucher providers and patients. The role will also include tasks in the finance department, including accounts payable, accounts receivable, monthly account reconciliations, cash receipts, and analyzing financial data.

Requirements of the Billing & Financial Clerk:

- A bachelor's degree in accounting, finance, or business is preferred. Equivalent experience may be substituted for education on a year-for-year basis.
- Experience with computerized accounting software, Microsoft Excel, and Word is required.
- Experience with medical claims and/or billing, and general accounting work is preferred.

What you will be doing as the Billing & Financial Clerk:

- Process daily claims from voucher providers for payment, including discounting charges to Maine Care rates and preparing summary reports for inclusion with remittances.
- Process billing and collections for clients.
- Act as a point of contact for voucher providers regarding claims status with voucher provider practices and the MMHP team.
- Process and enter all required data into the Electronic Medical Records Software (EMR), including closing mobile unit encounters, managing patient accounts, applying the sliding fee scale discount and insurance, and reconciling claims.
- Maintain required records, reports, files, etc.



Improving the health status of Maine's seasonal workers and their families by providing culturally appropriate care and services.

- Schedule/reschedule/cancel patient appointments with voucher sites as needed.
- Assist with data management, running reports, and data extraction when needed
- Obtain documentation for invoices as requested by Finance staff
- Receive and process batch logs from the field and file consent to treat forms
- Provide back-up support for the daily and monthly responsibilities of the Finance team as needed
- Assist other staff with tasks as assigned and approved by supervisor
- Perform special projects as needed

The ideal candidate will be a highly motivated individual with strong organizational skills. Excellent interpersonal and communication skills are a must.

To apply, please send a cover letter and resume to Mindy Killam, mkillam@mainemobile.org.

NO PHONE CALLS OR RECRUITERS, PLEASE

Maine Mobile Health Program is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ancestry, familial status, age, physical or mental disability, pregnancy, sexual orientation, gender identity, genetic information, veteran status, or any other characteristic protected by law.