



Coastal Horizons Center, Inc., (www.coastalhorizons.org) a non-profit substance abuse/mental health/crisis intervention/criminal justice service provider, is a recognized provider of health and social services in our state and community. With this history, and with our view towards the future, it's our responsibility to become more than just a provider of services in our area; it requires us to become more of a vital part in the design and structure of our community's health integration services system.

Coastal Horizons Center, Inc. is currently seeking a qualified Patient Access Specialist for our Billing Department. We have this specific opportunity in our Wilmington, North Carolina location. The Patient Access Specialist is responsible for reviewing and verifying client demographic and financial information prior to intake. Additional responsibilities include preparing financial agreements based on information obtained from private insurer and obtaining client signature, coordinating client with appropriate clinician based on client's funding and clinician availability, as well as tracking and submitting authorizations accurately and efficiently to ensure all rendered services are authorized within contractual guidelines and billable.

REQUIRED EDUCATIONAL/EXPERIENTIAL QUALIFICATIONS

- High school diploma or GED with 2-3 years experience related to responsibilities specified.
- Knowledge of electronic health care systems, clinical documentation, and standards.
- Familiar with DSM and ICD-10 codes
- Previous experience with identifying insurance benefits and collecting payments
- Possess basic computer skills, including Excel
- Working knowledge of cash management principles and/or procedures.

SALARY: Commensurate with education and experience. Benefits available include medical/dental insurance programs, paid time off programs, life insurance, LTD, paid holidays and a 401K retirement savings plan.

Interested candidates should send resume and cover letter to: **(NO PHONE CALLS PLEASE)**

Coastal Horizons Center, Inc.

ATTN: - Human Resources

615 Shipyard Blvd.

Wilmington, NC. 28412

Fax: 910-790-0189

Email: jobs@coastalhorizons.org