

VACANCY ANNOUNCEMENT

ISSUED: 06/25/2010

EXPIRES: 07/09/2010

POSITION: Billing Analysts (Unclassified)
RANGE MIN: \$25,000 - \$45,000
LOCATION: LSU - Health Care Services Division
Headquarters

DESCRIPTION: Responsible for the day to day Billing of Accounts Receivable for HCSD hospitals. Audits hospital and/or clinic billing claim forms with errors. Implements various procedures required to complete claims submission including, but not limited to, rebilling claims, forwarding documents, acquiring additional data, posting appropriate adjustment transaction code, documenting patient account system as needed, making changes to existing financial class and plan code in patient accounting system, and providing supporting documents on quality issues.

MINIMUM QUALIFICATION REQUIREMENTS: A baccalaureate degree from an accredited college or university. Three (3) years experience in claims, billing, and/or collections with a health care agency or a health care billing agency. An additional four (4) years professional experience may substitute for the degree.

HOW TO APPLY: Interested and qualified applicants should send resume's to the Assistant Director of Human Resources, LSU - Health Care Services Division, P. O. Box 91308, Baton Rouge, LA. 70821-1308.

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