



## **MEDICAL CLAIMS SPECIALIST BILLING DEPARTMENT – COLUMBIA, SC**

**Full time position available in the Columbia, SC office, and will report to the Director of Billing, Managed Care, and Governmental Relations or designee.** Position working for a dynamic and impactful state-wide non-profit available. SCYAP offers the opportunity to work a company that makes a difference in the lives of vulnerable, at-risk children and adolescents across the state of South Carolina.

SCYAP is seeking a task- and detail-oriented, self-motivated individual who works as a part of a team which ensures the collection, organization, and review of program billing documentation to ensure Medicaid, regulatory, program, and COA compliance. Duties will include, but will not be limited to: obtaining, analyzing, and maintaining billing reports; researching and following up on paid, unpaid/denied remittances/claims and taking appropriate actions with payors, and maintaining a system to track, monitor, and produce status reports for pertinent claims data (both paper and electronic) per service/program; data entry and maintaining integrity of client information; providing assistance in response to record requests.

Minimum of a high school diploma or equivalent. Familiarity with diagnostic coding, coding procedures, and coordination of benefits. Experience with computer databases and creating reports. Demonstrate a detailed understanding of how to read and interpret EOBs and denials from insurance carriers. Experience in Medicaid/MCO billing or medical claims resolution desired. Capacity to work well independently, as well as interact professionally with staff. Experience with computer databases and creating reports. Salary/benefits dependent on experience, skill sets and education.

**For immediate consideration e-mail resume to:**

**South Carolina Youth Advocate Program  
140 Stoneridge Drive, Suite 350, Columbia, SC 29210  
Attn: A. Roddy/State HR  
E-mail: [aroddy@scyap.com](mailto:aroddy@scyap.com)**

**Please indicate position in subject line. No phone calls please.**

**We are an Equal Opportunity Employer - M/F/D/V**