

JOB DESCRIPTION:	FCC Billing Coordinator		
DIVISION/DEPARTMENT:	Early Childhood – Family Counseling Center		
REPORT TO:	FCC Administrative Director		
EEO CLASSIFICATION:		FLSA STATUS:	Non-Exempt
CUPA CLASSIFICATION:	(# from Budget Office)	DATE APPROVED:	01-JAN-2025
POSITION NUMBER:	(# from Budget Office)	DATE MODIFIED:	

SUMMARY: Provide a high-level overview of the role, emphasizing its purpose and impact.

DUTIES: List up to 12 key job functions in order of importance. Use action-oriented language.

1. Maintain active status with insurance agencies with which WNMU FCC already holds contracts.
2. Submission of recredentialing paperwork, completion of ownership/disclosure documentation, and rosters on a bi-annual or annual basis as required.
3. Organize and verify current insurance benefit information for clients.
4. Responsible for submitting and processing claims through electronic or mail procedures.
5. Collection of data, billable hours, monthly billable trainings/meetings for CPP to generate required billing backup and reports.
6. Appeal for denied insurance claims as appropriate, and quickly follow up on outstanding insurance claims. Create and submit secondary insurance claims. Follow up on both primary and secondary insurance claims.
7. Create, maintain, and reconcile AIR spreadsheets.
8. Check and document the status of Medicaid co-insurance and client claims.
9. Prepare and submit monthly updates to Dean, COE and the Business Office.
10. Initiate, complete, and work with VP of Business and Finance to obtain credentialing as an agency with insurance companies.
11. Initiate and complete all parts necessary to obtain credentialing for the provider(s) who are independently licensed to bill under the agency.
12. Attend trainings to stay informed of upcoming roll-out of major insurance provider requirements and changes to insurance billing processes, as well as ongoing trainings for HIPAA, cultural competencies and other related professional development. Must comply with HIPAA requirements
13. Performs other duties as assigned.

REQUIREMENTS:

1. **Education/Background:** Outline minimum education, experience, and skills needed for success. Highlight additional skills or experience that would enhance a candidate's fit.
1. **Job Knowledge:** EXAMPLE: The [Job Title] must possess a strong understanding of WNMU's mission, values, and organizational structure. This role requires knowledge of university policies, procedures, and best practices in [relevant field] to effectively support institutional goals. The ideal candidate will demonstrate expertise in [specific areas, such as higher education administration, student services, employee engagement, etc.], with a commitment to fostering a collaborative and inclusive university environment. *
2. **Working Conditions/Physical Demands** (With or Without Accommodations): (Always include this verbiage) * – Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly

communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances. **Add additional requirements if necessary based on the job duties. ***

2. Other requirements:

- a. Requires a valid driver's license.
- b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

Always include this verbiage * This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)

*Delete all examples in red text prior to submission. Send all job descriptions to Bobbi Dodson for review and approval.