



Department: Medical Management

Location: 900 West 128th Street, Suite 104, Burnsville, MN 55337

Job Type: Contracted

Billing Director Job Responsibilities:

Generates revenue for CANA by serving as a liaison with insurers, coordinates grant budgets and accounts, manages payment arrangements, and oversees client accounts. Regularly briefs CEO and CANA leadership team on status of accounts and billing.

Billing Director Job Duties:

- Coordinating medical coding for clients
- Claims Denial Analysis and Rebilling
- Review and release of claims
- Cash posting on accounts
- Sales order quality review and confirmation
- Denial analysis
- Regularly update CANA CEO and other members of the management team on the status of billing and accounts.

Medical Billing Clerk Skills and Qualifications:

B.A., Associates Degree, or equivalent training in medical billing; qualities of the candidate would include: High attention to detail, strong command of Microsoft Office Suite, strong initiative and problem-solving abilities; focus, time management, and strong organizational skills.

