

RADICAL HEALING

THE RADICAL HEALING COLLABORATIVE IS GROWING! We are seeking a liberation and justice focused *MEDICAL BILLING SPECIALIST* to help us align closer to our mission and values.

LGBTQ+, BIPOC and bilingual folx are encouraged to apply!

- MEDICAL BILLING SPECIALIST -

The **Medical Billing Specialist (MBS)** position is a full time, 40-hours a week position and is responsible for helping support and ensure the continued development and implementation of the Radical Healing Collaborative's vision, mission and strategy. The collaborative currently has a three part mission of providing direct clinical and wellness services, producing culturally mindful research and creating training opportunities for students, clinicians and community members. The MBS reports directly to the Director of Clinical Services and is co-supervised by the Director of Clinical Services and the Office Manager. This is an in-office position. The ideal candidate is a true team player with a clear orientation to their values and someone who can take feedback and direction well while also being an independent, self-motivated leader.

Duties and responsibilities may vary depending on the specific needs of the organization, but they may include:

- Taking inbound calls, using a prescribed process to collect and record patient information and creating comprehensive medical bills for our collaborative.
- Request and verify clinician's diagnosis and procedure codes and patient insurance information.
- Review bills for coding errors.
- Determine additional charges based on insurance carrier's regulations.
- Research insurance benefits to determine eligibility, reimbursement rate, and claim modifiers
- Bill patient's insurance carrier.
- Communicate with health providers, patients, insurance carriers regarding accounts receivable balances.
- Create accounts receivable reports and system of tracking.
- Support credentialing applications for new hires.
- Attend all other required staff, committee and training meetings.
- The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

Compensation and Benefits: Salary expectations starting \$35,000-42,000+ based on experience with opportunities of additional bonus pay, with 50% contribution towards a Platinum or less BCBS Health Insurance Plan, vision, dental, 4 weeks of paid time off, optional team retreats and many opportunities for shared group meals, team trainings and restful community play

Education and Employment Requirements: Associate's or Bachelor's in accounting or related field preferred with at least 2 years of medical billing experience. Clear expectation that candidate has done work around dismantling white supremacy, advocacy for sexual and gender diversity, dismantling anti-Black racism and understands abolitionist, liberation focused healing work. Strong applicants will have a clear, demonstrated history and experience working for people with marginalized and minoritized identities.

This position is not right for you if you're:

- Someone just looking for a job to clock in and out of.
- Someone who doesn't feel passion and deep commitment for our mission, vision and values.
- Someone who's not a team player or prefers not to work collaboratively.
- Someone who wants to own their own business in the near future. If that's you, awesome! But we're not the place for you. We dedicate a lot of time to our teams, and provide the flexibility, autonomy and space to allow each member of our team to get creative in their role. The ideal person is invested in time and energy in the Collaborative.
- Someone who doesn't like to hop in and help others get their work done or to support the growth and development of employees with compassion and empathy - we highly value teamwork and the growth mindset.
- Someone who has difficulty leading teams and having candid conversations and holding boundaries.
- Someone who has difficulty making decisions that grow the company.

This position perfect for you if you're:

- Aligned with the Radical Healing Collaborative's mission, vision, and values.
- Energized by helping others in a team and contributing to the growth of the Collaborative
- Social justice oriented and practice anti-racism work in and out of the workplace.
- Creative, engaged in doing good work, and excited by furthering our mission to making wellness an accessible community practice.
- Able to take direct and constructive feedback with compassion and empathy.
- Able to make tough decisions, have difficult conversations, and lead a team of people in a radically candid way.
- Energized by leading, making executive decisions, and making real impact.

THE RADICAL HEALING COLLABORATIVE is a wellness and liberation focused group collaborative housed on the Radical Healing campus. Radical Healing is an intentional, radically inclusive, LGBTQ+ and Black, Indigenous, People of Color centered, multiracial and multicultural campus for healing and wellness.

we are a diverse collective of queer, trans, cis, anti-racist healers, makers, bodyworkers, change makers, counselors, artists, social workers, physicians, musicians, energy workers, clinical and counseling psychologists, activists, caregivers, justice seekers, peacemakers, movement guides, yogis, workers, dream weavers, trouble makers and scholars.

we believe in the inherent worth and dignity of each person and offer sliding scale services based on an economic justice model of financial privilege. to that end, we challenge white supremacy, capitalism, ableism and all systems of oppression to make our programs and services more affordable and accessible to poor and working class people and people of color.

we affirm that all individuals are the experts of their own experiences and choices and are committed to providing trans-informed care and support trans folx in their gender self determination using an informed consent model of care.

we offer that individual wellness contributes to social justice and social justice contributes to individual wellness and that radical inclusion must involve radical transformation.

we understand that through the pursuit of justice, equity, healing and reconciliation we may cultivate healthier societies and foster relationships with self and community liberated from violence and oppression.

we practice a refusal of mastery and an insistence on processing and becoming.

we commit to regular, ongoing trainings, consultation and are active agents of change and advocacy in our communities to ensure ongoing, successful collaboration with the LGBTQ+ , People of Color and people of all identities, .

Core Organizing Team

David Young Oh, LCMHC
Co-Founder
Interim Clinical Director

Della V. Mosley, PhD
Co-Founder
Director of Research & Consultation

Marvice Marcus, PhD
Director of Clinical Training

Application instructions:

To apply, please send us a copy of your resume, a cover letter, a bio and headshot.

For consideration, please send all materials to dave[at]radicalhealing.us with “Application Materials: Medical Billing Specialist” in the subject line.

NON-DISCRIMINATION & INCLUSION STATEMENT

Systems of power, privilege, and oppression have traditionally created barriers for persons and groups with particular identities, ages, abilities, and histories. I pledge to do all I can to replace such barriers with ever-widening circles of solidarity and mutual respect. I strive to be a center for health and healing that truly welcomes all persons and commits to structuring the center in ways that empower and enhance everyone’s participation.

We belong to a collective of healers who intentionally welcome all. We foster a climate of purposeful inclusion, an environment where all can feel safe, valued, cared for, and given an opportunity to form meaningful connections with each other. We value the diversity of differences which includes (but is not limited to) gender identity and its expression, age, race, ethnicity, and national origin, range of abilities, sexual orientation, financial means, family structure, educational and class status and political perspective.