**Cash Application Specialist – Lake County Health Department**

**The Lake County Health Department and Community Health Center** is one of the largest human service providers in Lake County. We live our mission each day, promoting the health and well-being of all who live, work, and play in Lake County. If you are passionate about giving back and ready to be a part of an innovative team, we are looking for you!

**Summary**

* Posting payments, denials, recoupments from all types of Medical/Dental/Behavioral Health/Chemical Dependency Insurance Payers including Medicare, Medicaid and Commercial insurances.
* Posting insurance payments manually and from electronic remittance advice files.
* Working in multiple financial programs and clearing houses.
* Posting cash, check and credit card payments from uninsured clients.
* Ability to utilize fee schedules and accurately post payments from Explanation of Benefits.
* Process and balance reports between the Practice Management System and the Accounting System.
* Knowledge of Coordination of Benefits.
* Adhere to month end accounting deadlines for payment and denial posting.
* Resolve payment inquiries from both internal and external customers.
* Create patient management reports using the Practice Management System.
* Organize and maintain payment documentation for auditors.

**Education, Qualifications, and Certification:**

* Completion of a high school diploma or G.E.D. certificate.
* Experience utilizing ten-key data entry and spreadsheets is required.
* Three years minimum experience in a medical billing or finance office setting specifically working with cash application systems and processes is required.

**What’s in it for you!**

* Medical
* Dental
* Vision
* Pension
* Vacation Pay
* Sick Pay
* Life Insurance
* And much more!

In return Lake County offers a competitive salary and benefit package with performance-based incentive plans. We also offer flexible working hours, and a comprehensive wellness and training program.

Apply online at <https://lchdcareers.com/>