

Vision To Learn (VTL) Billing Specialist Job Description – Hybrid LA field office and Remote

About Vision To Learn:

Join **Vision To Learn** and make a direct impact in your community by helping provide vision services to school-aged children in underserved communities who would otherwise go without access to care.

Vision To Learn is the largest school-based vision care nonprofit in the country. VTL exists to address one basic premise – if you can't see, you can't learn. Vision To Learn provides free eye exams and free glasses to students in underserved communities to help them succeed in school and in life. Founded in Los Angeles in 2012, Vision To Learn has since expanded to schools across the country. Vision care is critical as 80% of all learning during a child's first 12 years is visual, we work to solve the problem of lack of access by partnering with school districts to provide eye exams and glasses at no charge to families. We have provided over 2 million vision screenings, 500,000 eye exams and 400,000 new, prescription glasses in the last decade.

In exciting news, Vision To Learn has been selected by two-time Pulitzer Prize winning New York Times columnist Nicholas Kristof as a recipient of the 2022 [Holiday Impact Prize](#) recognizing non-profits helping children in need through outstanding, heroic work that changes communities for the better. <https://kristofimpact.org/> <http://tiny.cc/VTLKristof>

The work done by VTL has also been featured in *The Washington Post*, ESPN, PBS News Hour, countless local television pieces and newspaper articles. VTL was commended by the US Senate in a bi-partisan resolution signed by 43 Senators. In terms of evidence-based service, glasses provided by VTL have been found to have a high impact on the academic success of students by researchers at UCLA Mattel Children's Hospital and Johns Hopkins University.

Work environment:

Vision To Learn's Billing Department embraces a hybrid work environment. As such, you will need to be highly independent, detail-oriented, and self-motivated. You will be required to work out of a home office four days a week. On a weekly basis, you must be available to report to a Los Angeles field office for work projects and team meetings.

Core Description:

We are looking for individuals with a background in health insurance billing. We strongly prefer specific experience in eye care related billing in an optometric mobile practice setting. You will manage all aspects of insurance billing and processing including claim review and correction, claim submission, processing and posting of payments, researching claim rejections, aged claims, and submitting appeals. You will be assigned a set of regions for which you will be the primary interface for managing all Medicaid billing related insurance claims.

Core Job Responsibilities:

Experience in some or all of the following is beneficial:

- Market leading optometric software (RevolutionEHR, pVerify, SPARTA, and Eyefinity)
- Perform manual eligibility and insurance lookups
- Claims submission & correction
- Researches and resolves denied and unpaid claims on a regular basis
- Update and maintain all logs, programs, and spreadsheets used for reconciliation.
- Claims follow up with patients, Program Managers, and vision plans
- Understand timely filing limits for insurance carriers
- Claims clearinghouse functions
- Navigating insurance company and State Medicaid websites
- Credentialing support when needed
- Online technologies including email, SharePoint, TriZetto

Core Qualifications:

1. Minimum of one year experience in healthcare billing
2. Familiarity with ICD-10 codes
3. Must have computer skills and the ability to navigate electronic health records
4. Must be proficient in MS Office
5. Strong analytical and problem-solving skills, attention to detail a must
6. Superior verbal/written skills
7. Strong interpersonal skills essential

Compensation

Commensurate with experience.

VTL Values Statement

We are committed to promoting diversity, equity and inclusion by laboring to embrace, recognize and cultivate differences and honor the strengths and contributions of all employees. VTL welcomes applicants who bring a variety of perspectives, experiences, and competencies. People of color, women, people with disabilities, and LGBTQIA+ persons are strongly encouraged to apply. VTL is an equal opportunity employer and does not discriminate based on race, creed, color, religion, ethnicity, national origin, party or political affiliation, sex, sexual

orientation or gender identity, age, disability, veteran status, marital status, or any illegal or prohibited factor.

As a direct healthcare provider and to protect the health and well-being of our employees, VTL has implemented best practices for ensuring a clean and safe work environment. Employees will be asked to provide proof of COVID-19 vaccination/booster and pass a Department of Justice background check/fingerprinting (LiveScan), child abuse history clearance, TB, and drug test.

Successful candidates will have a proven track record for success, with positive, proactive attitudes who are dedicated to our mission. Vision To Learn is a rapidly growing organization and team players are critical to our collective success. For more information, please visit www.visiontolearn.org. Qualified applicants should email their resumes to careers@visiontolearn.org.

Job Type: Full-time

Hourly: \$21.00- \$24.00

Benefits:

- 401(k)
- Dental insurance
- Employee assistance program
- Health insurance
- Paid time off
- Vision insurance
- FSA

Schedule:

- 8 hour shift