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, 410,000 eye exams and 330,000 new, prescription glasses in the last decade.

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 vision insurance billing. We strongly prefer specific experience in eye care related billing in an optometric practice setting. You will manage different aspects of insurance billing and processing including insurance discovery, claim review and correction, claim submission, processing and posting of payments, researching claim rejections, and aged claims. You will be assigned a set of regions or insurers for which you will be the primary interface for managing all billing related insurance claims.

Core Job Responsibilities:

Experience in some or all of the following is beneficial:

- Market leading EHR and clearinghouse software (i.e. Epic, RevolutionEHR, TriZetto, Change)
- Online technologies including email, SharePoint, excel
- Perform manual insurance eligibility and discovery lookups
- Claims submission & correction

- Update and maintain all logs, programs, and spreadsheets used for reconciliation
- Research and resolving denied and unpaid claims on a regular basis
- Claims follow up with patients, Vision To Learn staff, and insurance plans
- Understand timely filing limits for insurance carriers
- Claims clearinghouse functions – claim filing, correction, and remittances
- Navigating insurance portals and State Medicaid websites
- Credentialing support when needed

Core Qualifications:

1. Minimum of one year experience in healthcare billing

2. Minimum of one year experience in a Remote or Hybrid work environment

3. Familiarity with ICD-10 codes

4. Must have computer skills and the ability to navigate electronic health records

5. Must be proficient in MS Office and MS Excel

6. Strong analytical/problem-solving skills, verbal/written skills, and attention to detail a must

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.

Employees will be asked to 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**