



Third Party Billing Coordinator – Santa Barbara

FSA's third party billing coordinator is responsible for managing Medicare and commercial insurance mental health services from helping to facilitate provider credentialing to obtaining appropriate authorization of services to billing for these services. This position reports to the Behavioral Health Program Director and Senior Services Program Manager and works on site in the Santa Barbara office.

Employment Standards

- Bachelor's degree required.
- Thorough knowledge of insurance benefits is essential.
- Excellent analytical, written and verbal communication skills.
- Excellent computer skills, including Microsoft Office (Word, Excel, Outlook).
- Professional attitude, teamwork and the ability to maintain confidentiality.
- Bilingual in English and Spanish preferred.
- Background check required.
- Valid California Driver's License and proof of insurance required.
- Reliable transportation is necessary to travel throughout Santa Barbara County.

Classification, Hours and Pay Rate

- Part-time (20.0 hours per week), non-exempt, with limited benefits
- Pay rate dependent on experience

Please send cover letter of interest and resume to:

Attention: HR
Family Service Agency
123 W. Gutierrez St.
Santa Barbara, CA 93101
hr@fsacares.org

EOE