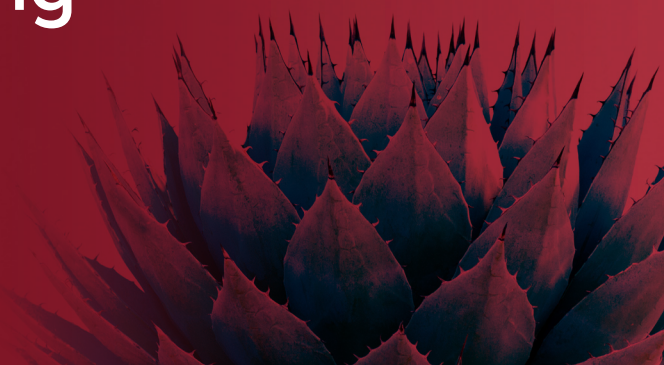


# Billing and Credentialing Specialist

FULL-TIME

ALBUQUERQUE, NM

SALARY: \$50,000 – 65,000



**Centro Sávila** is a leading behavioral health center dedicated to providing compassionate care to individuals and families in need. Our mission is to support mental wellness by offering a wide range of services that promote healing, growth, and community engagement. We are seeking a highly motivated and organized Billing and Credentialing Specialist to join our dynamic team.

DEPARTMENT/GROUP  
Administrative

REPORTS TO  
Compliance Director

POSTING END DATE  
May 30, 2025

## POSITION OVERVIEW

As a Billing and Credentialing Specialist at Centro Sávila, you will play a vital role in ensuring smooth and efficient billing operations and managing the credentialing process for our healthcare providers. You will also collaborate with the Compliance Director in the implementation of Treat First Billing and CCSS Billing initiatives. Your attention to detail, organizational skills, and ability to communicate effectively will be key in ensuring that all claims are processed promptly and accurately, and that our providers are properly credentialed with insurance companies.

## KEY RESPONSIBILITIES

- Manage the billing cycle, including submitting claims, tracking payments, and resolving outstanding balances.
- Verify patient insurance eligibility and coverage for services.
- Prepare and submit insurance claims to various payers (Medicare, Medicaid, Commercial insurance, etc.).
- Follow up on unpaid claims, ensuring timely resolution of issues.
- Conduct audits on billing records and maintain proper documentation for compliance purposes.
- Work with the Compliance Director to implement Treat First Billing and CCSS Billing processes, ensuring all procedures are compliant with industry standards.
- Manage provider credentialing and re-credentialing processes with insurance companies.
- Maintain up-to-date knowledge of payer requirements, including changes in policies and procedures.
- Work closely with healthcare providers to gather necessary documentation for credentialing.
- Ensure that all credentialing and billing practices comply with healthcare regulations and industry standards.

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Submit cover letter and resume to  
[centrosavilajobs@centrosavila.com](mailto:centrosavilajobs@centrosavila.com)

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[centrosavila.org](http://centrosavila.org)  
1317 Isleta Blvd SW  
Albuquerque, NM 87105  
505.312.7296

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- Collaborate with the Compliance Director to develop and maintain training programs for staff on Treat First Billing and CCSS Billing practices.
- Provide ongoing support and communication to ensure the smooth implementation of new billing practices.
- Assist in preparing reports on billing and credentialing status for management.

## QUALIFICATIONS

### Required Qualifications

- High School Diploma or equivalent required; Associate's degree or higher in healthcare, business, or a related field preferred.
- Minimum of 2 years of experience in medical billing and credentialing, preferably in behavioral health or a similar setting.
- Strong understanding of insurance processes, billing codes, and regulations (CPT, ICD-10, etc.).
- Experience with billing software (e.g., Kareo, AthenaHealth, or similar platforms).
- Knowledge of payer policies and credentialing processes.
- Familiarity with Treat First Billing and CCSS Billing practices is preferred.
- Excellent communication and interpersonal skills.
- Strong attention to detail and organizational skills.
- Ability to work independently and as part of a team.
- Familiarity with HIPAA regulations and patient confidentiality standards.

### Preferred Qualifications

- Non-profit or healthcare administration experience preferred.
- Bilingual (Spanish/English) preferred.

## BENEFITS

This is a benefits eligible position. Centro Sávilá provides a comprehensive package of benefits including medical, dental, vision, retirement plan, and life insurance.

- 100% of health, dental, vision, and life insurance plans for full-time employees
- 34 paid holidays, including a paid week for Spring and Winter breaks, plus accrued paid time off

*The benefits package will be reviewed annually and may be adjusted to align with the evolving needs of both employees and the organization. Additionally, the number of paid days off for holidays can vary from year to year.*

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**Centro Sávilá is an equal opportunity employer** that values and celebrates diversity, committed to fostering an inclusive environment for all employees, team members, and clients from diverse backgrounds. As a progressive organization, we expect applicants to actively contribute to a collaborative, inclusive, and culturally diverse workplace. Our team consists of highly dedicated and motivated individuals working toward transformative change in our communities. We welcome anyone who shares our passion for social justice and inclusivity to join our team and help drive meaningful impact for the diverse populations we serve.