

Say Yes Buffalo Internship Opportunity

Position: Billing Specialist Intern

Organization Name: Horizon Health Services

Location: 55 Dodge Rd. Getzville, NY 14068 – **transportation assistance is available upon request**

Website: <http://horizon-health.org/>

Organization Description/Profile:

The Horizon Corporations is comprised of three affiliated not-for-profits: Horizon Health Services, Horizon Village and Health Management Group. Horizon Health Services, Inc. is a not-for-profit corporation that provides hope and healing for individuals and their families dealing with substance use and/or mental health disorders.

Established in 1975, we are the largest provider of outpatient mental health and substance use treatment in Western New York.

Mission:

Together for Recovery. Changing Lives. Saving Lives.

Vision:

We envision a future where all individuals who need and want help can easily access Horizon's effective health and recovery services. Using emerging technologies and best practices, we will provide innovative services beyond the boundaries of WNY. In this future, Horizon is widely recognized as a great employer, having the highest quality staff and providing state of the art effective services.

Our Goals Include:

- Increasing access to treatment and support for individuals and their families as they strive to recover from substance use and mental health disorders.
- Helping those in recovery and their families to make choices that improve quality of life and achieve personal goals.
- Working with the larger medical community to provide coordinated and integrated treatment and recovery services.
- Having the best trained staff by requiring continuing education of all personnel in innovative and evidence-based practices, leadership, supervision, and customer service.
- Treating our staff, clients, and their families with respect and dignity.

Internship Title: Billing Specialist Intern

Internship Duties and Responsibilities: We are looking for a Billing Specialist Intern in our billing department. This position will allow you to gain exposure to many billing processes that include, but are not limited to, auditing processes, tracking procedures and payment and denial trends.

Duties/Responsibilities:

- Audit and resolve process notes for all Horizon sites
- Must have strong attention to detail and organizational skills and ability to multi-task
- Timely submission of commercial, NYS Medicaid, Medicare, or managed Medicaid insurance claims
- Tracking of claims via HIPAA5010 transaction files
- Posting of insurance payments and reconciliation
- Identification of payment and denial trends
- AR follow-up and collection, including replacement claims and appeals
- Maintaining current knowledge of assigned payer processes

Minimum Requirements:

- Say Yes Scholar in good academic standing (must be at least a rising Sophomore), enrolled in college full-time
- Recent college grads (Spring 2019) are also eligible
- Ability to work independently
- Genuine interest in healthcare or human services
- Students majoring in Healthcare Administration and related majors are encouraged to apply

Duration of employment: Approximately 20 hours per week for 10 weeks during the Summer of 2019 – exact start and end dates will be decided by the hired intern and employer.

Compensation: \$11.50/hour

Accommodations:

The Say Yes Internship Program is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for interns.

To apply: Submit cover letter & resume to buffalointernships@sayyestoeducation.org.

Please note: If necessary, Say Yes staff may send you edits or suggestions regarding your cover letter and/or resume. In order to submit your materials by the deadline, please ensure that you check your email and reply promptly.

Deadline: May 20, 2019

Interviews: will take place on a rolling basis, which means the position could be filled before the application deadline. Scholars are encouraged to apply as soon as possible.