

**Jewish Renaissance Foundation  
Job Description**

**Title:** **Credentialing/Biller Specialist**  
**Department:** Family Assistance Center (FAC)  
**Location:** **533 New Brunswick Ave. Perth Amboy, NJ**  
**Reports To:** Director, Health Services  
**Status:** Regular, Full-time/Salaried  
**Salary:** \$45-\$50K

**Job Summary:**

We are seeking a highly motivated and detail-oriented **Credentialing and Billing Specialist** to join our team and support the **NJ Family Grant Housing Support Program** as well as **FQHC (Federally Qualified Health Center) billing operations**. The ideal candidate will have experience in credentialing healthcare providers, managing billing processes, and working with government programs, specifically housing support grants. This role is crucial to ensuring compliance, timely billing, and maintaining efficient billing records for our healthcare services.

**Responsibilities:**

**Credentialing:**

- Process and maintain credential documentation for medical and environmental service providers which may include completing initial applications and reappointments.
- Ensure provider files are compliant with regulatory and program-specific requirements.
- Monitor expiration dates of licenses, certifications, and insurance; request and track renewals.
- Verify provider and group information with insurance companies.
- Communicate with providers and internal departments to ensure credentialing timelines are met.
- Maintain confidential and accurate credentialing records in organizational systems.
- Manage the credentialing process for healthcare providers participating in **NJ Family Grant Housing Support Program** and other related services.

**Billing:**

- Coding and Claims submissions through clearinghouse, and EMR system. ☐ Manage the billing cycle for both **NJ Family Grant Housing Support** and **FQHC services**, including preparation, submission, and follow-up on claims to insurance companies and government programs.
- Ensure accurate and compliant coding for all services provided under the NJ Family Grant and FQHC guidelines.
- Review and verify patient and insurance information to ensure accurate billing and minimal denials.
- Resolve any billing discrepancies, rejections, or denials by communicating with payers and providers to ensure timely payment.
- Monitor payment status for claims and ensure prompt follow-up on outstanding claims to reduce aged receivables.
- Assist with the preparation of monthly billing reports, identifying trends, issues, and potential areas for improvement.
- Track and reconcile payments received and outstanding claims.
- Respond to inquiries from funders, vendors, and internal stakeholders regarding billing issues.
- Assist in preparing reports related to billing and credentialing activities for grant compliance and audits.
- Work closely with finance and program staff to ensure accurate grant expenditure tracking.
- Maintain accurate and up-to-date credentialing and billing records to ensure compliance with program requirements, funding guidelines, and audit standards.
- Carry out administrative duties such as filing, scanning and report preparation.
- Attend all team, staff and committee meetings, trainings, and other mandated agency-wide meetings.
- Performs other work-related duties and special projects as needed or assigned.

### **Qualifications:**

- Associate's degree in Business, Healthcare Administration, or related field Certification and Experience in lieu of education will be considered.
- **Billing and Coding Certification** (e.g., CPC, CCS, or other relevant certification) required.
- Minimum 2 years of experience in medical billing and/or credentialing, preferably in a grant-funded or public health environment.
- Strong understanding of healthcare credentialing standards, billing procedures, and compliance practices.
- Proficiency in billing software, Microsoft Office products, especially Excel, and electronic records management systems.
- Knowledge of **FQHC billing processes** and **NJ Family Grant Housing Support Program** requirements preferred.
- Familiarity with **insurance coding systems** (CPT, ICD-10, HCPCS) and **Medicaid/Medicare billing** practices.
- Excellent organizational skills, attention to detail, and ability to meet deadlines.
- Outstanding verbal and written communication skills
- Reliable transportation, proof of insurance and a valid driver's license
- Bi-lingual in Spanish a plus

### **Preferred Skills:**

- Experience with credentialing software and billing platforms (e.g., ECW, or similar).
- Knowledge of New Jersey state regulations for housing support programs.

### **Company Benefits:**

Eligibility: After 90 days of continuous employment:

- Company paid employee Medical coverage
- Access to Dental, Vision, and supplemental benefits through Aflac
- Access to 403B Retirement Plan
- Up to 10 days of vacation and 10 days of choice time (*pro-rated for less than 1 year of service*)
- All company-paid federal holidays, eligible upon hire.
- Professional Development opportunities

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**If you are interested in this position, please send your resume to: [jobs@jrfnj.org](mailto:jobs@jrfnj.org)  
Attention: Director of Human Resources**



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