



EOE

**Billing Secretary**

**Carbon Lehigh Intermediate Unit**

*"CLIU is a service agency committed to Helping Children Learn."*

The CLIU is currently seeking an individual to examine and process claims for billable services rendered by the Behavioral Health Services Department. Position requirements: minimum 1-year of insurance billing experience, preferred. Medical Billing Certification or Associates degree, preferred.

Exceptional computer skills, proficiency with MS Office Suite, ability to complete tasks with attention to detail and accuracy with minimal supervision. Must have the ability to communicate effectively and efficiently and work in a team environment. Please download an application packet online by visiting [www.cliu.org](http://www.cliu.org) Employment Opportunities or call 610-769-4111 ext. 1292 or 1649.