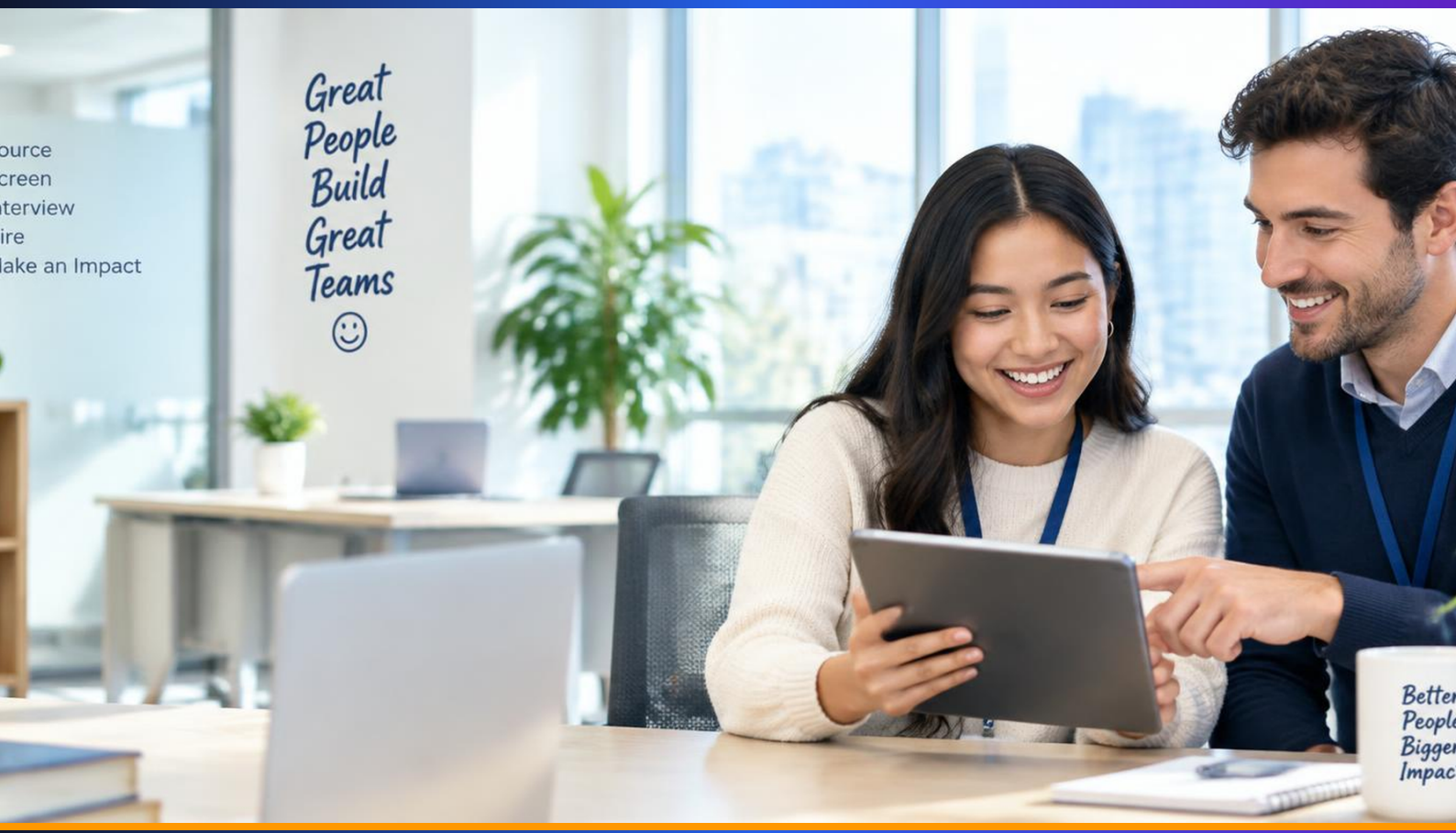
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BEHAVIORAL HEALTHCARE

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MEDICAID BILLING TRACK

Medical Billing Administrator Internship

Learn Medicaid claims, billing systems and healthcare administration with experienced billing professionals.

Unpaid internship | 10-20 hours / week | 3-6 months

APPLY THROUGH INTERNVIEW

internships.neuropathbhc.org

internships@neuropathbhc.org | 888.337.6572

1095 Morris Ave, Suite 102, Union, NJ 07083-7170

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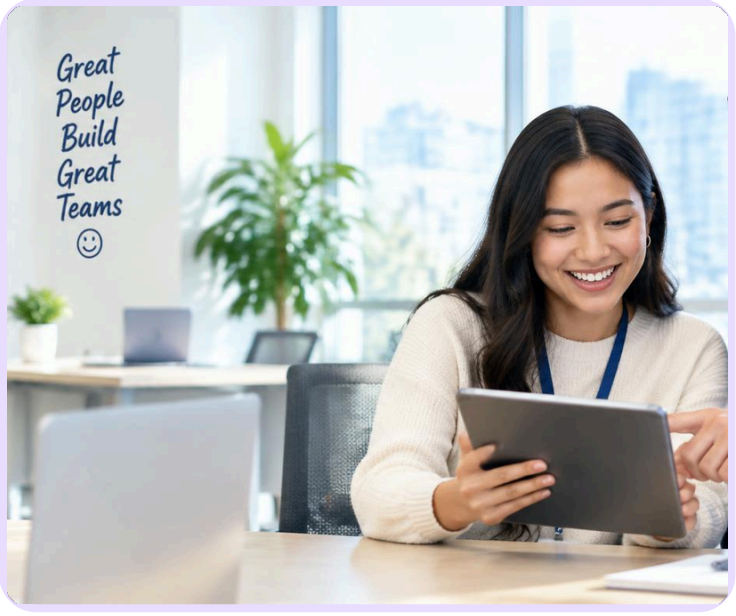
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Introduction

Neuropath Behavioral Healthcare offers a hands-on **Medicaid Billing Administrator Internship** for students and recent graduates interested in healthcare billing and administration.

Under the direct supervision of experienced billing professionals, interns gain practical experience in Medicaid claims processing, billing compliance and healthcare administration.



Program Overview

> This internship is structured to:

This educational internship introduces the full billing cycle: verifying eligibility, preparing and submitting claims, reconciling reports, following up on denials and preparing for audits. Interns learn NJMMIS and CMS 1500 processes, HIPAA and Medicaid compliance, and how billing teams work with clinical staff — skills that transfer to any healthcare organization.

LEARN MORE!

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Key Responsibilities

- Assist in processing Medicaid claims through appropriate portals
- Verify patient eligibility using state and federal databases
- Review and reconcile billing reports for Medicaid compliance
- Shadow follow-up on unpaid or denied claims and resubmissions
- Maintain accurate records in EHR and billing software
- Learn documentation requirements with clinical and admin staff
- Participate in audit preparation and HIPAA compliance checks
- Generate billing reports to track claim status and denial trends

› Preferred Skills & Experience

- Strong verbal and written communication
- Exceptional attention to detail
- Organization and time management across multiple tasks
- Ability to learn NJMMIS and CMS 1500 processes
- Proficient in Microsoft Excel and Word
- Familiarity with ICD-10 coding is a plus

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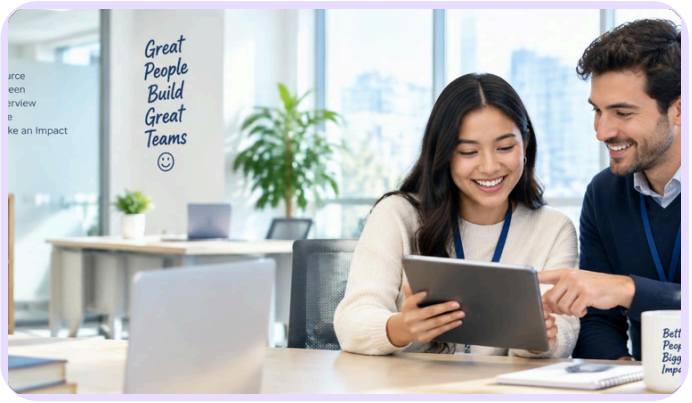
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Candidate Profile & Additional Info

Ideal Candidate Profile

- ✓ Strong interest in healthcare billing and administration
- ✓ Current college student or recent graduate
- ✓ Committed to confidentiality and HIPAA
- ✓ Works independently and as part of a team



Schedule & Availability

- ✓ On-site in Union, NJ
- ✓ 10–20 hours per week
- ✓ At least three days per week
- ✓ 3–6 month commitment

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Requirements & Qualifications

- ✓ Basic ICD-10 and CMS 1500 knowledge preferred
- ✓ Ability to commute to Union, NJ
- ✓ Authorized to work in the U.S.
- ✓ Background check and fingerprinting
- ✓ Team-oriented communicator
- ✓ Detail-focused and reliable

Your Future Starts Here!

The **Medicaid Billing Administrator Internship** at Neuropath Behavioral Healthcare builds the practical billing and compliance skills healthcare organizations look for — with mentorship every step of the way.

SCAN HERE TO APPLY

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