



Job Announcement **BILLING SPECIALIST**

Join our team! You could play an important role in clients life at CHS! Center for Human Services (CHS) is currently seeking the right billing specialist to join our team. We offer our staff an EXCELLENT benefit package which includes fully paid health, vision, dental, pharmacy, life, and long-term disability insurance, 403b with matching, as well as a generous leave package.

CHS is a non-profit organization with a great work environment, including staff who are passionate about and dedicated to the community. If you want to join an established organization at a time of growth and transformation, this is the place. To apply, send resume and cover letter electronically to jobopportunities@chs-nw.org. Full job description can be found below.

Billing Specialist is responsible for all aspects of designated contracts, including billing, documentation, reporting, reconciling, and problem solving. This position is responsible for reconciling Medicaid payments and other specified accounts receivables. This is a full-time and non-exempt position located in our Shoreline office. Salary: \$18- 20/ hour, depending on qualifications and experience.

Job Requirements:

- Advance capabilities to work in an excel and Electronic Health Record (EHR)
- 3 years of experience with billing, data management, or accounts receivable
- Ability to work independently, self-starter
- Attention to detail accompanied by good organizational skills
- Critical thinking skills, persistence, and patience

Job Description **BILLING SPECIALIST**

GENERAL DESCRIPTION

This position is responsible for all aspects of designated contracts (including billing, attending meetings, reporting, reconciling, and problem solving). Reconciles Medicaid payments and other specified Accounts Receivable. Reports to the Billing Manager. This is a non-exempt position. Bi-Lingual/Bi-Cultural candidates are encouraged to apply.

MAJOR RESPONSIBILITIES – Specific for this position

- Provides oversight of designated contracts (includes billing, attending meetings, reporting, reconciling, and problem solving)
 - Works with the Directors of the departments holding the designated contracts to maximize the contracts.
 - Ensures contract requirements (such as documentation) are met per the contracts
 - Problem solves with the Directors when issues around the contracts occur
- Reconciles all Medicaid payments from MCOs
 - Keeps clear records of reconciliations
 - Promptly follows up on and resolves disputed claims and discrepancies with Medicaid payments by gathering, verifying, and providing additional information and/or examining and evaluating data, and implementing corrective steps

- Serves as liaison between CHS and the 5 Managed Care Organizations (MCO) data and billing matters
- Prepares and gathers information for deposits made
- Conduct Client Discovery activities when billings are rejected
- Make recommendations for improvements in policies/procedures and the Electronic Health Record (EHR) as appropriate to streamline activities and ensure optimal reimbursements
- Works with Billing manager on aging reports and reconciliations
- Assist Billing Manager with additional tasks or special projects.

MAJOR RESPONSIBILITIES – Agency General

- Provides all services utilizing a strengths-based, family-focused, client-centered, services-integrated, and culturally competent approach
- Participates in creating and maintaining a workplace that values diversity and treats everyone with respect without regard to race, color, age, religion, creed, gender, sexual orientation, national origin, marital status, the presence of any sensory, mental, or physical disability
- Demonstrates teamwork and open communication
- Provides services in a manner that expedites the meeting of contract requirements and program outcomes
- Maintains documentation in a timely, thorough and accurate manner
- Follows agency policies and procedures, RCWs, WACs, and other external regulations
- Follows CHS's Code of Ethics
- Performs other appropriate tasks related to your professional role as needed

MINIMUM REQUIREMENTS

- Advanced capabilities to work in Excel and Electronic Health Record
- 3 years of experience with billing, data management, or accounts receivable (experience with Medicaid billing preferred)
- Ability to work independently and practice self-direction, self-starter
- Ability to communicate with non-technical staff in a professional and articulate manner and to understand terminology specific to behavioral health
- Attention to detail accompanied by good organizational skills
- Critical thinking skills, persistence, and patience
- Commitment to confronting racism, sexism, heterosexism, transphobia, and other discriminatory practices
- Experience with and demonstrated ability to successfully work within a diverse cultural setting and provide culturally competent services
- Ability to work cooperatively as part of a team
- Prompt and consistent attendance during scheduled working hours
- Ability to work in an unstructured and unpredictable setting; ability to adapt to change
- Sense of humor

CHS is an Equal Opportunity Employer

The mission of the Center for Human Services is to strengthen the community through counseling, education and support to children, youth, adults and families.

Our Values: Embrace diversity, provide accessibility, champion collaboration, demand accountability, personify integrity, and have fun.