



# Center for Human Services

*Building a stronger community...one family at a time.*

Mailing Address: 17018 15th Avenue NE • Shoreline WA 98155 • 206-362-7282 V/TDD • Fax 206-362-7152 • Email: [admin@chs-nw.org](mailto:admin@chs-nw.org)

## **Job Announcement** **CONTRACT 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](mailto:jobopportunities@chs-nw.org). Full job description can be found below.

Contract Billing Specialist is responsible for all aspects of designated contracts, including billing, documentation, reporting, reconciling, and problem solving. This position is responsible for maintain provider rosters. 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**

## **CONTRACTS BILLING SPECIALIST**

### **GENERAL DESCRIPTION**

Contract Billing Specialist is responsible for all aspects of designated contracts (including billing, documenting, reporting, reconciling, and problem solving) and maintains provider rosters. This position reports to the Billing Manager. This is a full-time non-exempt position. Bi-Lingual/Bi-Cultural candidates are encouraged to apply.

### **MAJOR RESPONSIBILITIES – Specific for this position**

- Responsible for the billing side of all city contracts, Medicaid Direct (not those through Managed Care Organizations), and other specified contracts.
  - Ensures that services are coded correctly and completely
  - Bills for work provided under each contract using the required formats
  - Promptly follows up on and resolves disputed claims and discrepancies with State Medicaid services by gathering, verifying, and providing additional information and/or examining and evaluating data and implementing corrective steps
  - Understands and assures appropriate application of data collection and billing procedures, processes, and definitions set forth by the contractors and agency
  - Assures required Electronic Health Record (EHR) documentation
  - Enforces the database business processes and utilizes these processes to accurately bill and report from the database
  - Works with Directors, Managers, Billing Specialists, and other staff to maximize billing and assure compliance with contracts and billing requirements or standards



Behavioral Health & Family Support  
[www.chs-nw.org](http://www.chs-nw.org)  
Serving the community since 1970

- Recommends policy and procedural changes to ensure effective billing for optimal reimbursement
- Serves as the primary liaison between CHS and the contract monitors on data and billing matters
- Assures necessary reports required by contract are submitted in a timely and proper manner
- Reconciles payments received with billing per contract
- Maintains spreadsheet that indicates monthly billing and contract balances. Shares spreadsheet with Directors/Mangers and works with them to maximize contract billing.
- Maintains our Provider Rosters with the MCOs and other insurance companies.
- Assists 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 an Excel and EHR
- 3 years of experience with billing, data management, or accounts receivable
- 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 to have fun.