



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

Job Announcement **CONTRACTS BILLING SPECIALIST**

Center for Human Services is excited to hire a new team member for our Admin team. We are a thriving community health agency that offers great work environment, including staff who are passionate about and dedicated to the community. CHS is a non-profit organization that has been serving the community for over 50 years!

We offer our staff an EXCELLENT benefits package which includes fully paid (prorated if part-time) health, vision, dental, pharmacy, life, and long-term disability insurance, as well as a generous leave package.

About the position:

We are looking to hire a Contracts Billing Specialist. The Contract Billing Specialist is responsible for all aspects of designated contracts, such as billing, documenting, reporting, reconciling, problem solving, and maintaining provider rosters. This is a full time, non-exempt position who reports to the Billing Manager. The position is located at our 148th Shoreline office with a salary of \$23.00 per hour.

What we require:

- Advance capabilities to work in Excel and Electronic Health Record
- 3 years of experience with billing, data management, or accounts receivable
- Responsible for the billing side of all city contracts
- Ability to work independently, self-starter
- Attention to detail accompanied by good organizational skills
- Critical thinking skills, persistence, and patience
- Sense of humor

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 to jobopportunities@chs-nw.org. Full job description can be found below:

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
 - Understands and assures appropriate application of data collection and billing procedures, processes, and definitions set forth by the contractors and agency



Behavioral Health & Family Support
www.chs-nw.org
Serving the community since 1970

- 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
- 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/Managers and works with them to maximize contract billing.
- Maintains contract filing system
- Updates billing instruction manual as needed
- Generates monthly excluded-parties reporting and communicates results with Billing Manager
- Serves as back up for entering daily deposits in to accounting system
- Assists Billing Manager with additional tasks or special projects
- Other duties as assigned

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.