



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 **DATA MANAGEMENT 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:

The Data Management Specialist is a member of the Billing Team and works closely with Quality Assurance Coordinators, Managers, Directors, and clinicians to ensure accurate and timely reporting of data. This position will be located within the Administration Department at Center for Human Services' Shoreline 148th St Site (14803 15th Ave NE, Shoreline, WA 98155). Reports to the Billing Manager. This is a full-time, non-exempt position. Bi-Lingual/Bi-Cultural candidates are encouraged to apply. Salary starts at \$23.00 per hour.

What we require:

- Knowledge and experience with Electronic Health Record (HER) software and/or databases desired
- High School diploma or GED certificate + 2 years office setting experience
- Ability to work independently and practice self-direction; 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 **DATA MANAGEMENT SPECIALIST**

GENERAL DESCRIPTION

The Data Management Specialist is a member of the Billing Team and works closely with Quality Assurance Coordinators, Managers, Directors, and clinicians to ensure accurate and timely reporting of data. Reports to the Billing Manager. This is a non-exempt position.

MAJOR RESPONSIBILITIES – Specific for this Position

- Assist in maintaining client records in Credible (EHR-Electronic Healthcare Record)
- Use the electronic health record/database to prepare King County Medicaid billing and initiate electronic transmissions to King County in the required formats
- Verify Medicaid coverage monthly and as needed
- Verify billing for clients is accurate and communicates with clinicians and Billing Manager regarding any discrepancies
- Works with managers and staff as the subject matter expert regarding EHR administrative needs of the client
- Maintain open communication among CHS personnel and other agencies
- Run reports as needed to ensure data collection in Credible is accurate and timely
- Enter data into other databases (such as King County) if appropriate



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- Promptly follow up on and resolve disputed claims and discrepancies with King County by gathering, verifying, and providing additional information and/or examining and evaluating data and implementing corrective steps
- Understand and assure appropriate application of data collection and billing procedures, processes, and definitions set forth by King County and agency
- Understand and assure required EHR documentation
- Enforce the database business processes and utilize these processes to accurately bill and report from the database
- Work with Directors, Managers, QA Specialists and other staff to maximize billing and assure compliance with King County and Medicaid documentation and billing requirements or standards
- Recommend policy and procedural changes to ensure effective billing for optimal reimbursement
- Serve as the primary liaison between CHS and King County on data and billing matters, including serving on committees and advisory groups as needed and appropriate
- Perform non-Medicaid billing using the database in defined situations
- Assists Billing Manager with additional tasks or special projects.
- Other duties as assigned

MAJOR RESPONSIBILITIES – Agency in general

- Provide all services utilizing a strengths-based, family-focused, client-centered, trauma-informed, culturally competent approach that is integrated with other services
- Participate in creating and maintaining a workplace that values diversity and treats everyone with dignity and respect without regard to race, color, age, religion, creed, gender, gender identity, gender expression, sexual orientation, national origin, marital status, the presence of any sensory, mental, or physical disability
- Utilize teamwork and open communication
- Have prompt and consistent attendance during scheduled working hours
- Provide services in a manner that expedites the meeting of contract requirements and program outcomes
- Maintain documentation in a timely, thorough and accurate manner
- Follow agency policies and procedures, RCWs, WACs, CARF standards, and other external regulations
- Follow CHS's Code of Ethics
- Perform all other tasks as assigned by the supervisor, manager, or a director that furthers the success of programs and/or the agency

MINIMUM REQUIREMENTS

- High School diploma or GED certificate + 2 years office setting experience
- Accurate and efficient data entry and proofing skills
- Strong organizational skills with attention to detail
- Proficient in MS Office Applications
- Knowledge and experience with EHR software and/or databases desired
- Effective written and verbal communication skills
- Attention to detail accompanied by good organizational skills
- Ability to work independently and practice self-direction; self-starter
- Ability to work cooperatively as part of a team
- Ability to meet deadlines and a commitment to quality and integrity of work
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Experience and demonstrated ability to successfully work within a diverse cultural setting and provide culturally competent services
- Positive attitude and proactive thinker
- Ability to work in an unstructured and unpredictable setting, ability to adapt to change
- Sense of humor

Employee Printed Name

Date

Employee Signature

Date

Supervisor Signature

Date

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.