



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, 403b with match, 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 range of \$24.38 - \$25.44 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). This position reports to the Billing Manager. This position is 100% in person. 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.
- Prepares non-Medicaid billing using the defined situations.



- 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.
- Collaborates with billing team on billing tasks.
- Assures necessary reports required by contract are submitted in a timely and proper manner.
- Creates and maintains a project management document that details tasks and ownerships and monthly billing amounts for each contract.
- Shares the spreadsheet with Directors/Managers and collaborates with them to maximize billing.
- Performs monthly excluded parties' checks.
- Maintains contract filing system.
- Updates billing instruction manual as needed.
- 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.
- Reconciles payments received with billing per contract.
- Works with Directors, Managers, Billing Specialists, and other staff to maximize billing and assure compliance with contracts and billing requirements or standards.
- Collaborates with other billing team members to maintain EHR, including various clean up tasks, correcting errors and closing clients.
- Assists Billing Manager with additional tasks or special projects.
- Other duties as assigned.

MAJOR RESPONSIBILITIES – Agency General

- Provide all services utilizing a strengths-based, family-focused, client-centered, trauma-informed, culturally humble approach that is integrated with other services.
- Participate in creating and maintaining a safe 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.
- 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, managers, or directors that furthers the success of programs and/or the agency.

MINIMUM REQUIREMENTS

- Proficient in MS office (Excel and Teams) and Electronic Health Record (Credible, or other).
- 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 practicing cultural humility, self-reflection, and continued education on Diversity, Equity, Inclusion, and Belonging topics.
- Demonstrated ability to successfully work within a diverse cultural setting and provide services through the perspective of cultural humility.
- Ability to work cooperatively as part of a team.
- Ability to work in an unstructured and unpredictable setting, ability to adapt to change.

- Prompt and consistent attendance during scheduled working hours.
- Able to work with minimum supervision.
- 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: Model diversity, equity, & inclusion; provide accessibility; champion collaboration; demand accountability; personify integrity; and have fun.