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 a 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:
The Data Management Specialist is a member of the Billing Team and works closely with Quality Assurance Coordinators, Managers, Directors, and providers to ensure accurate and timely reporting of data. 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 Assist in maintaining client records in Credible (EHR-Electronic Healthcare Record)
- High School diploma or GED certificate + 2 years office setting experience
- 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:

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**Job Description**

**DATA MANAGEMENT SPECIALIST I**

**GENERAL DESCRIPTION**
The Data Management Specialist is a member of the Billing Team and works closely with Quality Assurance Coordinators, Managers, Directors, and providers 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 Medicaid billing and initiate electronic transmissions to various systems in the required formats
- Verify Medicaid coverage monthly and as needed
- Verify billing for clients is accurate and communicates with providers and Billing Manager regarding any discrepancies
- Work 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
• Promptly follow up on and resolve disputed claims and discrepancies with various funders 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 contractors 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, and other staff to maximize billing and assure compliance with 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 funders 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 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
• 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
• General computer skills in Outlook Email, Excel, Word
• 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 meet deadlines and a commitment to quality and integrity of work
• 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
• Prompt and consistent attendance during scheduled working hours
• Able to work with minimum supervision
• Positive attitude and proactive thinker
• 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: Model diversity, equity, & inclusion; provide accessibility; champion collaboration; demand accountability; personify integrity; and have fun.