

**EL CENTRO FAMILY HEALTH  
JOB POSTING**

**DATE:** May 20, 2021  
**TITLE:** Billing Specialist  
**FTE:** Full-time Equivalent  
**SITE:** Española Administration Office

**Purpose:**

Under the supervision of the Chief Finance Officer, the Billing Specialist works with the External Billing Coordinator as required to perform a variety of clerical duties in the maintenance of clinic patient's accounts. Performs all work with accuracy, and in a timely manner. Maintain privacy of all patient, employee and volunteer information (HIPAA Compliance) and access such information only on a need-to-know basis for business purposes. Comply with all regulations regarding corporate integrity and security obligations. Report unethical, fraudulent or unlawful behavior or activity.

**Education:**

High school diploma or GED.

**Experience:**

Requires ability to work with computers and 10 key calculator.

Works toward Billing Specialist Certification and obtains within 2 years of hire.

**Preferred:**

Certified Billing and Coding Specialist (CBCS); Certified Professional Coder (CPC) or Certified Professional Biller (CPB)

**Skills, Knowledge and Abilities (KSA's):**

1. Knowledge of the methods, practices and terminology used in billing systems.
2. Knowledge of modern office equipment and technology.
3. Knowledge of a variety of software programs related to billing.
4. Ability to understand and follow written and oral instructions.
5. Ability to follow and interpret billing policies and procedures.
6. Ability to make arithmetic calculations rapidly and accurately.
7. Ability to resolve billing issues with patients and payers.
8. Ability to use ten-key calculator by touch.
9. Ability to type at a rate required for the timely completion of duties.
10. Ability to work under frequent interruptions.
11. Ability to spot errors in encounter forms.
12. Ability to provide assistance to coworkers.
13. Ability to establish and maintain cooperative relations with co-workers, professionals, payer organization, patients, and the public in general.

Interested individuals must submit an updated Employment Application to Human Resources via e-mail at: [hr@ecfh.org](mailto:hr@ecfh.org) or fax to 505-747-8943, ATTN: Samantha Carlson, HR Generalist.

**EOE/M/F/D/V/Drug-Free Workplace.**

**DEADLINE:** Open until filled.