

**EL CENTRO FAMILY HEALTH
JOB POSTING**

DATE: November 14, 2019
TITLE: Billing Specialist II
FTE: Full-Time - 40 hours per week (M-F)
SITE: Española Administration

RESPONSIBILITIES:

Under the supervision of the Chief Finance Officer the Billing Specialist II works with the External Billing Coordinator as required to perform a variety of clerical duties in the maintenance of clinic patient's accounts, performing all work with accuracy and in a timely manner. The Billing Specialist II performs related clerical work as required.

REQUIREMENTS:

EDUCATION:

GED or High School diploma.

EXPERIENCE:

Minimum of two years medical/or dental insurance billing.

Working towards certification is required.

Must obtain billing certification within two years of hire.

Ability to work with computers and 10 key calculator.

PREFERRED:

Bi-Lingual-English/Spanish.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of the methods, practices and terminology used in billing systems.
2. Ability to detect errors and correct data entry.
3. Knowledge of modern office equipment and technology.
4. Knowledge of computer hardware, software and network systems available to support billing functions.
5. Knowledge of billing practices, rules and regulations for FQHC billing.
6. Ability to understand and follow written and oral instructions.
7. Ability to follow and interpret billing policies and procedures.
8. Ability to make arithmetic calculations rapidly and accurately.
9. Ability to stay professionalism in confrontational situations.
10. Ability resolves billing issues with patients and payers.
11. Ability to spot errors in encounter forms.
12. Ability to use ten-key calculator by touch.
13. Ability to type at a rate required for the timely completion of duties.
14. Ability to work under frequent interruptions and distractions.
15. Ability to provide assistance to coworkers.
16. Ability to establish and maintain cooperative relations with co-workers, professionals, payer organization, patients, and the public in general.

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

Interested individuals must submit an updated employment application to Human Resources via e-mail at: hr@ecfh.org or fax to 505-747-8943, ATTN: Samantha Carlson, HR Generalist Assistant.

DEADLINE: Position open until filled