



Position: Billing and Reporting Specialist

Area: Billing and Reporting/Claims and Contracts Team

Location: Battle Creek

Closing Date: 2/25/2019

Position Summary: The Billing and Reporting Specialist is responsible for processing the collection of data and reporting of all activities for the agency using a specialized data management system. Focusing on monitoring and maintaining data quality, while also being able to implement and maintain excellent quality control using different systems while undertaking a variety of financial and non-financial tasks to help guarantee the revenues of the agency.

Essential Job Functions:

- Support the development, enhancement and maintenance of multiple datasets and databases related to the agency.
- Maintains organization and evaluate submitted materials for consistency, completeness, and accuracy.
- Audit submissions and databases regularly to ensure integrity.
- Compile reports timely for leadership and providers.
- Identify and correct errors using databases.
- Work with outside vendors and providers to reconcile submissions.
- Supports achievement of agency's mission and vision and relates its values in work behavior.
- Performs all other duties as assigned.

Essential Job Requirements:

- High school diploma required.
- One year of experience in data entry in a healthcare setting preferred.
- Computer skills including excellent data entry capabilities
- Organization, attention to detail, attention to quality.
- Ability to make independent decisions

Please forward your letter of interest and resume to HRmgr@carewellservices.org.