



## ***Southern Arizona's Premier Social Service Agency***

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

### **EHR Billing Specialist**

The EHR Billing Specialist will be responsible for the examination of electronic health record data as it precedes the billing process, the proper execution of Medicaid billing, posting of payments, and production reporting. This position will contribute to the team effort by accomplishing results as needed and completing other duties as assigned.

#### **Employee Benefits**

Competitive Salary , Employer Subsidized Health Insurance for Employee **and Family**, Employer Matching 401 (k) plan (after 1 year), Employer Subsidized Dental Plan and Vision Plan, Paid life insurance, Employer Paid Training, 136 Hours Paid Time Off (PTO) Per Year

***Selected by the Tucson Metro Chamber of Commerce as the best non-profit for Workforce Development in 2019, and Outstanding Non-profit in 2014.***

#### **Duties and Responsibilities:**

1. Verify and maintain accurate chart data within the CT1 EHR database in preparation for insurance billing.
2. Complete accurate and timely EHR billing within the CT1 software.
3. Post payments within the EHR database, as well as to FundEZ accounting software.
4. Assist in the preparation of any reporting related to insurance billing contracts.
5. Assist Insurance Billing Supervisor in the compilation and reporting of data related to AHCCCS billing for OPCS Board, CEO and other Directors as requested.
6. Assist the Insurance Billing Supervisor in the preparation of the agency budget as it relates to AHCCCS billable services.
7. Cross-train finance staff to assist in the electronic billing process.
8. Contribute to team effort by accomplishing related results as needed.
9. Other duties as assigned.

**Qualifications:** Minimum 2-4 years' work experience, preferably working with insurance billing and/or the ability to learn quickly. Accuracy and dedication to detail are a must. Ability to multi-task and prioritize. Strong organizational and time management skills. Microsoft Excel expertise required.

Job Status  
Full Time

Pay Rate  
DOE

Pay Comments  
Salary based on experience.

***We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.***

Mail Resume/Application to:

Ms. Jeanie Pike  
HR Director  
Old Pueblo Community  
Services  
4501 E. 5<sup>th</sup> St.  
Tucson, AZ 85711

Email Resume/Application to:  
[hr@helptucson.org](mailto:hr@helptucson.org)



Employment References, drug screen and background check is conducted pre-employment.