



## ***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 EHR database in preparation for insurance billing.
2. Complete accurate and timely billing within the EHR 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 in the compilation and reporting of data related to AHCCCS billing for OPCS Board, CEO and other Directors as requested.
6. Assist in the preparation of the agency budget as it relates to AHCCCS billable services.
7. Contribute to team effort by accomplishing related results as needed.
8. 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. Excellent verbal and written communication skills. Microsoft Excel expertise required.

Job Status  
Full Time

Pay Rate  
\$17.34-\$21.18-\$25.01

Pay Comments  
Salary based on experience.

**In accordance with pay transparency, the salary reflected in this posting is the full salary range for this position. Individual placement within the range is based on the candidate's current experience, education, skills, and abilities related to the position. Salary placement is typically between the minimum and mid-point of the salary range.**

***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  
2323 S. Park Ave  
Tucson, AZ 85713

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



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