



BILLING AND DATA ENTRY SPECIALIST JOB DESCRIPTION

Position:	Billing and Data Entry Specialist
Department:	Behavioral Health Department
Accountability:	Program Manager
Job Status:	Part Time
Classification:	Hourly

GENERAL DESCRIPTION:

The Billing and Data Entry Specialist is accountable to the Program Manager and is responsible for collecting, synthesizing, and inputting data for the administrative, recordkeeping, and billing functions of Behavioral Health Department. This position will also manage all Cerner Community Behavioral Health and Medi-Cal/Medicare electronic billing system records including reviewing reports and client file compliance.

ESSENTIAL JOB FUNCTIONS:

- Ensures all client data and file information is being recorded appropriately in client files and in electronic billing systems
- Inputs data for all administrative aspects of Medi-Cal/Medicare billing, insurance claims, and data management, including data collection
- Compiles data for and completes weekly and monthly billing reports from Cerner Community Behavioral Health
- Assists with chart audits and Quality Improvement activities as requested by the Behavioral Health Department
- Adheres to and upholds the standards of DCS as mandated by its mission, purpose, guiding principles and standards of quality
- Maintains confidentiality and privacy standards of client protected health information and other information and material in accordance with agency policies and applicable regulations and laws including HIPAA
- Assists with the maintenance of on-site contract files
- Assists in the development and implementation of documentation tracking processes
- Establishes and maintains appropriate billing compliance systems and internal audits
- Analyzes billing trends and problems and resolves them when possible
- Performs Quality Assurance and Improvement reviews of client charts to ensure compliance

NON-ESSENTIAL JOB FUNCTIONS:

- Assists with revision and replenishment of forms as needed
- Attends staff meetings, county meetings, mandated trainings and support team meetings
- Provides administrative support to a team of Behavioral Health Therapists
- Other duties as assigned

EDUCATION:

- High School diploma required
- Associates Degree or Certificate in medical billing, preferred

EXPERIENCE/KNOWLEDGE:

- Experience with computer applications, typing and computer skills (Excel, Word, Power Point)
- Medi-Cal billing experience, a plus
- Conversational American Sign Language (ASL) required, ASL fluency preferred
- Thorough familiarity with the Deaf and Hard of Hearing community, including deaf culture

SKILLS:

- Ability to work well in a team-oriented, diverse environment
- Collaborate with a multi-disciplinary team.
- Flexibility and strong organizational skills
- Ability to understand and carry out verbal/written directions
- Ability to use a computer to maintain accurate records/files
- Effective communication skills

AT-WILL: Employment with DCS is an “At-Will” relationship. DCS is an Equal Opportunity Employer.

BENEFITS:

DCS offers paid sick leave for part-time positions, as well as paid holidays (in proportion to their work status and regular days/hours of work).

APPLICATIONS DEADLINE: **Open Until Filled**

Submit resume and cover letter to:

Human Resources

Deaf Community Services of San Diego, Inc.

1545 Hotel Circle South, Suite 300

San Diego, CA 92108

Fax: (619) 398-2444

Email: hr@dcsosfd.org

DCS is not accepting unsolicited assistance from search firms for this employment opportunity. Please, no phone calls or emails. All resumes submitted by search firms to any employee at DCS via-email, the Internet or in any form and/or method without a valid written search agreement in place for this position will be deemed the sole property of DCS. No fee will be paid in the event the candidate is hired by DCS as a result of the referral or through other means.