



## PATIENT ACCOUNTS REPRESENTATIVE I

Job Requisition #19-0066

Location: **Safe Harbor Health Center**

Application Deadline: **Until Filled**

Hours Per Week: **40**

Status: **Full Time**

Benefit Eligible: **Yes**

All people share a powerful need for the basic necessities of a good life and a place that understands that good health starts with a caring touch and a kind word. For over 45 years, the Community Health Centers of Burlington (CHCB) has provided access to high quality health care regardless of financial status or life circumstance. We strive to improve the health of all within the communities we serve in an environment that conveys respect, offers support, and encourages people to be actively involved in their own health care.

CHCB is an innovative Federally Qualified Health Center with eight sites throughout Chittenden County and southern Grand Isle County. We are an Equal Opportunity Employer.

### Essential Duties

The Community Health Centers of Burlington is recruiting for a Patient Accounts Representative! The Patient Accounts Representative I is responsible for data entry and administrative support duties in the Patient Accounts department. Duties may include reviewing billing encounter forms, charge posting and third party insurance pre-authorizations.

### Basic Qualifications

- High School Diploma or GED plus 1 year of experience in medical billing office setting, or Associate Degree in related field such as accounting or medical office administration.
- Familiarity with dental and/or medical terminology
- Knowledge of principles of the medical/dental revenue cycle
- Ability to work independently with minimum supervision
- Ability to remain flexible under changing processes and procedures
- Ability to effectively use Microsoft Office products such as Outlook, Word, and Excel
- Ability to effectively use industry-specific medical/dental billing software applications

To apply for this position, please send a resume and cover letter to: [HR@CHCB.org](mailto:HR@CHCB.org)

The Human Resources Department will contact applicants who have been chosen to continue through the applicant selection process.

**Learn More! See our Website at [www.chcb.org/careers/positions-available](http://www.chcb.org/careers/positions-available)**