



## PATIENT ACCOUNTS SPECIALIST

Job Requisition #19-0121  
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

Responsible for oversight of CHCB Revenue Cycle, managing specified payer AR, credentialing and re-validating all CHCB billing providers and researching as well as troubleshooting for extensive claims resolution.

### Basic Qualifications

- High School plus 5 years (or Associate Degree plus three year) experience in Medical Billing Management
- Minimum 3 years experience with third party insurance billing
- Familiarity/experience with dental terminology a plus

### Knowledge, Skills and Ability

- Knowledge of principles and processes for providing customer personal service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of management principles involved in planning, resource allocation, production, records and files management and coordination of people and resources.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
- Knowledge of standard office software and medical billing application software.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Ability to apply deductive and inductive reasoning (to apply general rules to specific problems to produce answers that make sense; and to form general rules or conclusions).

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)**