



PATIENT ACCOUNTS SUPERVISOR

Job Requisition # **21-0032**
Location: **Safe Harbor Health Center**
Application Deadline: **Until Filled**

Hours Per Week: **40**
Status: **FT (1.0 FTE)**
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. Since 1971, 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. Our positive, mission-minded staff make CHCB a great place to work!

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 and are especially interested in candidates who can contribute to the diversity and excellence of the organization. We offer a generous benefits package to eligible employees and a competitive minimum hourly wage for entry-level positions.

Essential Duties

The Patient Accounts Supervisor is responsible for the administration, support, and supervision of the Patient Accounts staff. In addition to staff oversight, this position is also responsible for overseeing the complete revenue cycle for their assigned categories, ensuring that the days in accounts receivable stay within set guidelines.

Basic Qualifications

Education & Experience:

- Minimum of high school diploma required
- Minimum 3 years' experience with third party insurance billing
- Familiarity/experience with dental terminology a plus

Knowledge, Skills & Abilities:

- Knowledge of collections and/or third party claim follow up
- Knowledge of third party insurance regulations
- Knowledge of CPT and ICD10
- Ability to use basic reasoning and logic to understand and fix accounts
- Ability to post transactions into a practice management system in a timely manner including charges, payments, adjustments and refunds.
- Ability to understand and run accounts receivable reports to ensure timely payments.
- Ability to work independently with minimum supervision.
- Ability to maintain pleasant manner, work under pressure and work with fellow staff members in a positive, cooperative manner.
- Ability to maintain flexibility under changing processes and procedures.
- Willingness to work effectively with a variety of ethnic/socioeconomic groups and individuals.
- Ability to recognize when issues need to be elevated to the next level
- Ability to prioritize multiple tasks and deliverables to ensure deadlines are met

To apply for this position, please send a resume and cover letter to: 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