



PATIENT ACCOUNTS REPRESENTATIVE II

Job Requisition #21-0161
Location: **Safe Harbor Health Center**
Application Deadline: **Until Filled**

Hours Per Week: **40**
Status: **Full Time (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

We are looking for an energetic, team player to join our billing staff. This position is responsible for overseeing the complete revenue cycle for assigned categories, ensuring that the days in accounts receivable stay within set guidelines. If you are someone who likes the challenge of claims processing and thrives in the ever changing world of medical billing, come join our team, this job is for you!

Basic Qualifications

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

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