



Rincon Family Services (RFS) is a not-for-profit community organization, established in 1972 to combat the epidemic use of heroin and violence that were dismantling communities throughout Chicago. RFS is dedicated to rendering compassionate and effective programs that promote the quality of life by serving as a catalyst to advocate, educate, and empower individuals and their families.

The finance department is seeking a detail-oriented **Billing Specialist** to join the team.

POSITION SUMMARY: Billing Specialist duties are to manage paper and electronic information systems that are relevant to promoting quality delivery of services. Under the direct supervision of the Comptroller, the Billing Specialist carries responsibility to maintain and update billing systems and organize Central Records Facility.

The Billing Specialist for the Rincon Family Services must demonstrate the ability to perform the following:

- Maintain and update data in the billing systems. Provide technical support to staff.
- Help organize and maintain Billing Records facility for paper records and a Central Records database system for clients.
- Maintain agency DARTS.
- Update and correct agency Mobius reports on a weekly basis
- Maintain agency Third Party Billing.
- Ensure that claim denials are corrected and resubmitted to the proper payer within two weeks of EOP date.
- Ensure that all Referrals/Authorization are completed and entered in Samms.
- Run periodic reports as needed for management and clinical quality control.
- Participate in regular supervision from the Comptroller/CFO, seeking additional supervision whenever necessary. Minimum requirement two hours of documented supervision per month.
- Adhere to all state and federal privacy regulations, including HIPAA, policies and agreements regarding confidentiality, privacy, and security.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS: A Billing Specialist must meet the following qualifications:

- Minimum High School Diploma or equivalent required.
- Demonstration of skills in MS Office (Word, Excel, PowerPoint, Access, Outlook).
- Proficiency with accounting and billing software (i.e., Quick Books).
- Knowledge of Computer Systems (Internet, Email, MS-Word, Excel, SAMMS, or similar preferred).
- Work schedule: Monday - Friday 9 AM to 5 PM.
- Location: 3946 W. North Avenue, Chicago, IL 60647.

RFS offers a benefits package which includes, medical, dental, life, 403b, personal time off and more!