



EMPLOYMENT OPPORTUNITY

Reimbursement Specialist

The Infant Welfare Society of Chicago (IWS), a comprehensive, community-based health center in Chicago's Logan Square neighborhood, is seeking a Reimbursement Specialist (Bilingual English/Spanish) to work as a critical part of its Revenue Team.

Position Responsibilities

- Responsible for transmission of billing for Medical, Behavioral Health , Optometry and Dental Services
- Responsible for downloading remittances from various insurance portal systems
- Responsible for posting manual and electronic payments into a Practice Management System
- Responsible for collecting, posting and managing account payments on a daily basis
- Performs various collection actions, including contacting patients by phone, correcting and resubmitting claims to third party payers.

Knowledge, Skills, and Abilities

- Bachelors degree preferred
- Three years of patient billing experience, preferably in a nonprofit medical setting or a Federally Qualified Health Center (FQHC) required
- Experience with computerized medical billing required
- Bilingual (English/Spanish) ability is required
- Coding and billing training preferred

Compensation and Benefits

IWS provides a competitive salary and benefits plan, including Paid Time Off (PTO), paid holidays, health, dental, life and vision insurance options, as well as a 401K option.

Organizational Overview

The Infant Welfare Society of Chicago has been serving women and children in Chicago for over 100 years. The organization co-locates primary medical care, child development, dentistry, optometry, and mental health services in one easily accessible and central location. This model helps ensure access to comprehensive services for medically underserved families in Chicago.

If interested please submit resume to LaDora Robinson – Locke by Friday, January 13, 2017.

