



EMPLOYMENT OPPORTUNITY

Reimbursement Specialist

IWS Family Health, a community health center providing preventive health care services to children and families, seeks 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 Family Health 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 403B option.

Organizational Overview

Our patients and staff are at the heart of everything we do. For over 100 years, the Infant Welfare Society of Chicago (IWS Family Health) has provided health care services to medically underserved and vulnerable Chicagoans. Today, we provide pediatric health, adult health, pediatric and family dentistry, prenatal Care, including CenteringPregnancy™, care coordination, counseling, behavioral health, speech therapy, occupational therapy, social skills groups, optometry. This model helps ensure access to comprehensive services for medically underserved families in Chicago.

Please submit cover letter and resume to HR at hr@iwsfamilyhealth.org

