

Accounts Receivable Coordinator

Desert Senita Community Health Center is seeking an Accounts Receivable Coordinator to join our team in Ajo. Desert Senita Community Health Center is a Federally Qualified Community Health Center (FQHC), with 2 sites in Ajo and Arizona City.

The ideal candidate will have the following education and experience:

- Review patient accounts and history
- Assist patients with billing issues and setting up payment plans
- Bill, re-file, troubleshoot, and adjust claims as needed
- Communicate with private insurance carriers as needed
- Analyze billed charges, insurance payments and adjustments
- Follow upon insurance collections and denials
- Ability to independently identify areas of concern regarding the various areas of the revenue cycle
- Other duties as assigned

The ideal candidate will also possess the following knowledge, skills, and abilities:

- Two years' experience working in a business office setting
- High School diploma or GED
- Demonstrated ability to comprehend new tasks quickly
- Able to communicate effectively, both orally and in writing
- Able to demonstrate leadership, assertiveness skills and ability to make sound/quick decisions
- Experience working with desktop computers, type minimum of 40 wpm with 90% accuracy
- Demonstrated ability to interact effectively with all levels of personnel and the public

For questions, please contact HR at HR@desertsenita.org.

To apply, complete and submit our online application and upload your cover letter and resume, www.desertsenita.org.

As a condition of employment, DSCHC employees are required to qualify for an Arizona Level One Fingerprint Clearance Card

Desert Senita Community Health Center (DSCHC) will recruit, hire, train, and promote persons in all job titles without regard to age, color, disability, gender (including gender identity), marital status, national origin, race, religion, sex, sexual orientation, veteran status, or other status protected by applicable law. In addition, all personnel actions such as compensation, promotion, demotion, benefits, transfers, staff reductions, terminations, reinstatement and rehire, company-sponsored training, education and tuition assistance, and social and recreational programs will be administered in accordance with the principles of equal employment opportunity.