

SENIORS FIRST, INC. JOB POSTING

DATA BILLING SPECIALIST – ORLANDO

VETERANS PREFERENCE

SUMMARY: Processes and maintains all electronic client data. Coordinates activities between various functions to ensure proper flow of data. Maintain accurate records and reports that adhere to internal and any relevant external policies and procedures. Responsible for timely data entry of client information and service units provided for the agency, both within the department and interdepartmentally.

- Inputs and maintains all client information in the state database CIRTS as well as our local database, AIMS. This includes assessments, enrollments, care plans, and input and verification of service data.
- Coordinates with the Social Services department all client data entry requirements, such as changes in information, updating assessments, adding new or terminating old clients in both AIMS (local) and CIRTS (State) computer systems.
- Assists with entering of assessments into CIRTS for all SCC funded clients including maintaining a status log that records when assessments are due, received from operations areas, and completion dates. This includes enrollments and updates to client records.
- Responsible for the timely communication and follow up of errors, issues or missing information.
- Maintains, supports, and promotes system data integrity within the department using a variety of tools including controlled data input, periodic audits, data correction and the preparation of reports and troubleshooting mechanisms in the most efficient manner under the direction of the Data Entry Supervisor. Obtains, processes, and enters data in a timely manner according to established guidelines to maintain all in-house computerized client files. This includes, but is not limited to, all client assessments and care plans, and input and verification of services received in internal (AIMS) and external (CIRTS) databases.
- Maintains accuracy of data keyed into the system. Possesses ability to navigate through system to retrieve and interpret data.
- Responsible for receiving, acknowledging and updating information in the APS referral tracking system (ARTT) for high risk referrals.
- Notify vendor and/or case management of errors, changes or discrepancies.
- Assists SCC staff for APPL (wait list) changes and updates in CIRTS as well as social security number changes in CIRTS.
- Performs monthly closeout of AIMS (local) and CIRTS (State) databases.
- Communicates directly with SCC to resolve SCC client information conflicts.
- Responsible for backup for Data Entry Supervisor with respect to providing reports or information to operations personnel.
- Assists with changes to databases. Maintains HIPAA compliance according to agency policies and procedures. Treats clients, staff and others with dignity and respect. Other duties as assigned.

This is a full time position working Monday through Friday 40 hours a week.

All applicants must be able to demonstrate ability to pass a pre-employment drug test and a Level 2 background screening.

Position Opens: March 13, 2023

Position Closes: May 13, 2023

All interested applicants should apply through Indeed.

Seniors First is a... Drug Free Workplace, E-Verify/AA/EOE-F/M/Vets/Disabled

Qualified individuals with a disability have the right to request a reasonable accommodation to our paper application process. If you are unable or limited in your ability to complete the application as a result of your disability, request a reasonable accommodation by contacting, Human Resources, 407.292.0177 informing us regarding the nature of your request and providing your contact information. Please do not direct any other general employment related questions to this email and/or phone number. Only inquiries concerning a request for reasonable accommodation will be responded to from this e-mail address and/or phone number.