Be part of our new expansion and building the future of Immanuel Lutheran Communities! A long-time member of our team is cutting back at year end, leading to an immediate opening for an experienced **Accounts Receivable/Billing Specialist**.

The priority functions in this position are to:

1) Have a working knowledge of reimbursement regulations for Medicare, Medicaid and other third party payers relevant to patient accounting operations

2) Know common reimbursement practices and the various data elements of the UB-04 and the CMS 1500 claims forms

3) Be able to learn and use our in-house developed methods of applying these to our operations.

4) Competently work with computer systems and medical billing software

5) Consistently work within HIPAA, ERISA and other Federal guidelines, and

6) Apply exemplary computer and common software application skills (i.e. Microsoft Word and Excel)

Additionally, the incumbent will work cooperatively with other members of the finance/administrative team and, at the direction of the CFO, any other duties assigned.

Must be able to work with the public, effectively being a good example of how we gladly provide our mission to the community. Exemplary discretion and confidentiality are essential in this role.

**We Ask. We Listen. We Serve.** We believe in living well, and are guided in this by our Abundant Life Philosophy. We are honored to offer the fullest, most convenient and most professional array of senior services in the Flathead Valley. With Residential Living, Assisted Living, Skilled Nursing, Rehabilitation Services and Memory Support integrated into a compassionate continuum. We offer what others can’t: everything in one place. For almost 60 years we have been committed to providing a high level of professional and friendly service; delivered with a hospitality-focused philosophy.

We really do believe that the answer is “Yes”. The question is “How”?

Immanuel Lutheran Communities is a faith-based not-for-profit, offering competitive wages, employee scholarships, wellness incentives and a supportive and fun work environment.

Full-time employees are offered an affordable medical, dental & vision insurance package after 90 days.