YWCA Helena YWCA believes employees are our greatest asset and our mission is to ensure that all YWCA employees receive a living wage while working toward our goals of preventing homelessness, providing safe and supportive housing for women and children experiencing homelessness, and providing services that restore hope, self-sufficiency, and happy, healthy lives. Together with YWCA USA and YWCAs across the country, we are dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all.

**Job Overview: Data and Compliance Coordinator**

The YWCA Data and Compliance Coordinator reports directly to the Chief Clinical Director. This position is responsible for day-to-day oversight of billing and electronic medical record compliance and works closely with the billing vendor to review billing submissions and to resolve denials and payment problems.

**Application/Selection Process:**

YWCA requires a resume and cover letter, as well as a belief in the mission of YWCA Helena and maintaining a positive attitude toward YWCA clients. Attitudes, unlike skill sets, generally cannot be taught. Must believe in the shared humanity or all people, go the extra mile for someone in need, be willing to give someone the benefit of the doubt, treat each person as an individual, and foster a return to independence, not greater dependance. Those who represent the diversity of our community are encouraged to apply. Those in active recovery and prior justice system involvement will be considered.

**Required Materials:**

Cover Letter

Resume

References

**Essential Functions and Responsibilities:**

* Attention to detail and strong organizational skills;
* Maintain a thorough understanding of the electronic health record system, billing mechanisms/processes, revenue tracking, and compliance indicators;
* Manage the EHR (Electronic Health Record) system to assure templates and documents are created and sustained to comply with regulations (including extracting and compiling data for evaluation completeness, accuracy, and timeliness);
* Provide technical support for the EHR;
* Responsible for modifications to meet YWCA needs by creating reports, template development, etc.;
* Communication with staff for necessary support and/or training materials;
* Onboard new employees in to the EHR system;
* Track compliance for billing and licensing;
* Monitor that proper documents are completed and up-to-date for licensing requirements;
* Track users’ clinical documentation and provide reminders for timeliness;
* Performs analyses of clinical hours of services for clients and their providers and provides weekly data reports to the Chief Clinical Director;
* Responsible for insurance claim submissions and payment verification (Medicaid and third-party claims);
* Compile and verify data for weekly service output for providers; submit final claims report to billing vendors;
* Cross-check claims reports with insurance claims and remittance payments;
* Track any denials and perform necessary follow-up with vendors;

**Other Information:**

* Tuberculosis (TB) screening and CPR/First Aid certification are requirements (training will be provided);
* Ability to work at a desk and computer for long periods of time, ability to lift up to 25 lbs.;
* Successful applicants must be committed to the work and mission of YWCA Helena and have a demonstrated history of professionalism, integrity, and ethical behavior;
* A commitment to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all;
* A comprehensive background check is required for all YWCA Helena staff.

**Benefits/Salary:**

Salary is $37,440-41,600 annually. YWCA Helena offers employee-only coverage for health, dental, and vision insurance through Blue Cross Blue Shield. YWCA Helena pays 60% of the premium cost. Fulltime employees are eligible for enrollment in YWCA USA’s retirement plan after 24 months of employment. Fulltime employees receive 24 days of personal time off per year in addition to 8 paid holidays.

**Application Materials:**

Send resume, cover letter, and references to:

Kimberly Gardner, LCSW, LAC
Chief Clinical Director

kim@ywcahelena.org

**Or**

Brent Lashinski

Operations Director

brent@ywcahelena.org

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