

## **Outpatient Clinic Billing Specialist Temporary Contract Position**

This is a solicitation for a vendor/contractor to provide temporary billing services for our Alcohol & Other Drug Abuse (AODA) Outpatient Clinic. Billing must be completed weekly or monthly from information held within our electronic health record (EHR) System.

Vendor/Contractor will need to adapt to the current systems and process in place; our agency will not transition to a different software or billing system/process. Services will be provided at the contractor's location, through remote access to our EHR Software. Vendor/Contractor needs to be available during business hours to answer questions and/or correspond regarding billing issues.

This temporary contract is expected to last until March 2021. Vendor/Contractor will report to the Human Services Fiscal Supervisor.

### **Qualifications:**

- Basic understanding of Medicaid Billing for Wisconsin County-based services.
- Familiarity with County Human Service fiscal/billing systems required; myEvolv experience preferred.
- High level of attention to detail.
- Ability to troubleshoot errors.
- Access to high-speed internet and computer with Microsoft Office.

### **Rate:**

Rate will be determined.

### **Please submit letter of interest, requested rate, and any supporting documents to:**

Dan Williams, Director

Green County Human Services, N3152 State Road 81, Monroe, WI 53566

[dwilliams@gchsd.org](mailto:dwilliams@gchsd.org)