



has an opportunity for a

**Billing Assistant**  
**Corporate Office (Laguna Hills)**  
**Full-Time**

Western Youth Services is a leading expert in children's mental health and wellness solutions. As a hub of children's mental health in Orange County, we've been providing services and programs for our community for over 50 years. Our passionate and dedicated staff deliver services and programs that prevent, treat and heal our kids and families and increase their ability to live full and productive lives. If this sounds like you, and you meet the qualifications for this position, please send us your resume.

The Billing Assistant is primarily responsible for providing data entry support and general administrative support to the department.

**Responsibilities:**

- Supports clinicians in processing clinical records and encounter documents.
- Data entry and general office support.
- Enters data into respective databases EXYM (EHR), County Billing (IRIS) system in a timely manner and assists with database maintenance.
- Processes and maintains Agency files in accordance with Agency policies and procedures.
- Maintains working knowledge of and complies with all HIPAA regulations.

**Minimum Qualifications:**

- High school diploma or general education degree (GED) required; and two years' related experience; or an equivalent combination of education and experience.
- Previous work experience in customer service or data entry.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams, Chat) , screenshot captures and able to run a computer macro (VBA).
- Proficient in Excel - Spreadsheets formatting, formulas, sorting, filtering, and data cleaning.
- Knowledgeable in basic computer troubleshooting methodology.
- Excellent interpersonal and communication skills, with a focus on customer service.
- Awareness and demonstration of sensitivity to diverse socioeconomic and multicultural backgrounds.
- Reliable and dependable.
- Ability to organize and follow through with tasks in a fast-paced environment.
- Familiar with Medi-Cal & Third-Party Providers.
- Computer literacy with EXYM and IRIS applications preferred.

**Salary:** Hourly pay rate is \$19.29 to \$20.25. The actual hourly rate may vary based on experience, equity, market, and Agency considerations.

**Benefits:** Comprehensive employee benefits package includes: Medical, Dental, Vision, Life Insurance, Long Term Disability and 403(b) Retirement Incentive & Savings Plan.

***Western Youth Services' Mission: Advancing awareness, cultivating success, and strengthening communities through integrated mental health services for children, youth, and families.***

***Western Youth Services (WYS) is an Equal Opportunity Employer and seeks to recruit and retain a diverse workforce. WYS values and promotes a culture of inclusivity and belonging, one that embraces the contributions of richly diverse disciplines and perspectives of all employees and staff.***