



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 responsible for providing data entry support and general administrative assistance to the Billing Department. This role plays a key part in ensuring accurate and timely processing of clinical records and agency billing requirements.

**Responsibilities:**

- Support clinicians in processing clinical records and encounter documents.
- Perform data entry and general office tasks.
- Enter data into designated systems, including EXYM (EHR), County Billing (IRIS) system in a timely manner and assist with database maintenance.
- Process and maintain Agency files in accordance with policies and procedures.
- Maintain working knowledge of HIPPA regulations and adhere to confidentiality standards
- Ability to effectively manage their own time and workload
- Attention to detail, proactively identifying and solving problems
- Provide excellent customer service and communication with internal and external stakeholders

**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).
- Strong Excel skills (formatting, formulas, sorting, filtering, and data cleaning).
- Basic computer troubleshooting knowledge
- Excellent interpersonal and communication skills, with a focus on customer service.
- Awareness and demonstration of sensitivity to diverse socioeconomic and multicultural backgrounds.
- Dependable, organized, and able to follow through in a fast-paced environment
- Ability to organize and follow tasks in a fast-paced environment.

- Familiarity with Medi-Cal & Third-Party Providers.
- Experience 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:**

WYS offers a comprehensive benefits package, including:

- Medical, Dental, Vision
- Life Insurance
- Long-Term Disability
- 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.***