

Job Title: CalAIM Data Analyst and Biller

About Jewish Family Services of Silicon Valley (JFS SV):

Jewish Family Services of Silicon Valley (JFS SV) empowers individuals and families facing life's challenges by providing quality human services inspired by Jewish values. Since our inception in 1977, we have remained committed to our vision that children, adults, and families in our community have access to affordable and meaningful professional services that help give them a better life. The agency's programs are available regardless of race, religion, sexual orientation, or ability to pay.

JFS SV is dedicated to improving healthcare outcomes through comprehensive and innovative programs. As part of our mission, we are committed to the successful implementation and ongoing management of the California Advancing and Innovating Medi-Cal (CalAIM) initiative. We are seeking a detail-oriented and experienced CalAIM Data Analyst and Biller to join our dynamic team.

Job Summary:

The CalAIM Data Analyst and Biller will be responsible for analyzing healthcare data and managing billing processes associated with the CalAIM initiative. This role involves ensuring accurate data collection, analysis, and reporting, as well as handling billing operations to maximize reimbursement and compliance with Medi-Cal regulations. The ideal candidate will have a strong background in healthcare data analysis and medical billing, with specific experience in Medi-Cal programs.

Key Responsibilities:

Data Analysis:

- Collect, analyze, and interpret healthcare data related to CalAIM.
- Develop and maintain databases and data systems to support CalAIM initiatives.
- Prepare and present detailed reports on data findings, trends, and insights.
- Ensure data integrity and accuracy through regular audits and validations.

Billing:

- Manage and process CalAIM-related billing, ensuring compliance with Medi-Cal guidelines.
- Prepare and submit claims, track payments, and resolve billing discrepancies.
- Collaborate with healthcare providers and payers to address billing issues and optimize reimbursement.
- Stay updated with changes in Medi-Cal billing policies and procedures.

Compliance and Reporting:

- Ensure all billing and data practices comply with federal, state, and local regulations.
- Prepare and submit required reports to regulatory bodies and stakeholders.
- Assist in the development and implementation of policies and procedures for CalAIM billing and data management.

Collaboration and Communication:

- Work closely with clinical, administrative, and IT teams to support CalAIM objectives.

- Provide training and support to staff on billing and data analysis processes.
- Communicate effectively with external partners, including payers and regulatory agencies.

Qualifications & Skills:

Education and Experience:

- Bachelor's degree in Healthcare Administration, Data Science, Business, or a related field.
- Minimum of 3 years of experience in healthcare data analysis and billing.
- Specific experience with Medi-Cal billing and the CalAIM initiative is highly desirable.

Skills and Competencies:

- Proficiency in data analysis tools and software (e.g., Excel, SQL, SAS).
- Strong understanding of medical billing processes and healthcare reimbursement systems.
- Excellent analytical, problem-solving, and organizational skills.
- Detail-oriented with a high level of accuracy in data management and billing.
- Ability to work independently and as part of a team in a fast-paced environment.
- Effective communication and interpersonal skills.

Certifications:

- Certified Professional Biller (CPB) or Certified Medical Reimbursement Specialist (CMRS) is a plus.

Salary and Benefits:

Salary Range: \$75,000-\$80,000 annually

This position is full-time, 37.5 hours/week. Salary is commensurate with qualifications and experience of the selected candidate.

Benefits include medical, dental, and vision care; company contributions to 401(a) retirement plan; generous paid time off, supportive colleagues; and a positive work environment in an office setting.

Jewish Family Services of Silicon Valley is an equal-opportunity employer and values diversity at all levels of the organization. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.