

VIDA Y SALUD HEALTH SYSTEMS, INC.

JOB OPENING

Vida Y Salud Health Systems, Inc., a Federally Qualified Health Center (FQHC), is currently seeking an individual to fill the position of Billing/Collection Clerk.

Requirements: Maintaining an efficient billing and collections system, works in conjunction with billing and collections staff. Responsible for posting, keeping records, daily logs and money collected on a daily basis.

Education: High School graduate or G.E.D. equivalent. Experience in medical billing/collections procedures preferred. Knowledgeable with private insurance, Medicare, Medicaid and third-party claims a plus. Ability to operate computers and other office machines. Provide exceptional customer service. Maintain a positive work environment, and exhibit cooperative behavior and willing to learn. Bilingual in English and Spanish preferred.

Employer Offers:

- **Excellent competitive benefits**
- **Professional environment**

You may apply through the Middle Rio Grande Workforce Solutions (MRGDC), Crystal City, Texas or the clinic at 308 Cesar Chavez, Crystal City, Texas.

Applications will be taken until position is filled.

Vida y Salud- Health Systems, Inc. is an EEO Employer.