

**Data, Data, Data! Do you have great attention to detail, excel at reporting and solving problems? If you said yes, yes and yes then we have the job for you!**

The Data Utilization Coordinator responsibilities include but are not limited to: data entry into the EHR/billing software, month end closing, data reporting, submitting authorization requests, adding authorizations to KaleidaCare (billing program), establishing and maintaining working relationships with regional staff and external sources, and supporting regional staff with basic technical issues.

**This position does have remote work opportunities**

**Eligible for a sign on bonus!**

To apply, visit [www.growinghomese.com/careers](http://www.growinghomese.com/careers) and select the location near you

**Principle Responsibilities:**

- Establish and maintain close relationships with the appropriate personnel within each funding organization to establish a clear channel of communication.
- Serve as support to enter client admission, authorization, discharge, or other movement data into the EHR/billing software as needed.
- Verify placement details and Create Events for billing.
- Run and distribute validation error reports to appropriate staff and correct errors where appropriate.
- Validate and approve records for billing.
- Run and distribute weekly utilization reports to appropriate staff
- Work rejected/denied claims and resolve.
- Generate Foster Parent payment report for review by appropriate staff.
- Create and edit/maintain staff and foster parent assignments in the EHR/billing software.
- Create and edit/maintain staff and foster parent accounts in the EHR/billing software.
- Assist with gathering documentation for Alliant Reviews, audits and PQI purposes.
- Assist with uploading and maintaining documentation in the EHR/billing software.
- Serve as backup to Intake Coordinator when necessary.
- As requested, participate in department planning to include: roll-out of new technology, systems/processes, and project based initiatives.
- Partner with Manager in support of agency training needs where applicable.
- Participate in Performance Improvement teams and work groups as requested.
- Other duties as assigned.

This job description is not an all-inclusive list of duties but rather a reflection of typical work performed in that position.

**Education, Knowledge, Skill and Experience Required:** Required Associates Degree in Accounting, Information Systems, Data/Analytics, or Business/Health Administration. Bachelor's preferred. Recent college graduate may be considered (w/ Bachelor's Degree) in lieu of formal experience (three years).

The Data Utilization Coordinator must be committed to understanding and conducting their work consistent with Growing Home Southeast's mission, values and core principles and exhibit organizational citizenship. Additionally, he/she will be self starter, engaging, and work well in a team environment.

GHSE does require minimum auto insurance coverage of 50/100/50. Candidates must pass an extensive background check to include Criminal Background (National and State), Sex Offender (National and State), SCDMV 3 year driving record, Central Registry and others.

***This is for one full time position at our Corporate office located in Cayce, SC. While they may be remote working opportunities, position will be required to come into the Corporate office as needed. Work hours are Monday - Friday, 8:30AM - 5:00PM.***

**GHSE offers:**

Sign On Bonus Eligible  
Remote Work Opportunities  
Flexible Schedules  
Great TEAM Atmosphere  
Supportive Management  
Paid Time Off (PTO)  
14 Paid Holidays  
401k  
401k Matching Program  
Health Insurance / Deductible HRA Program  
Vision Insurance  
Dental Insurance  
Life Insurance (company paid and voluntary)  
Employee Assistance Program  
Flexible Spending Account  
Short/Long Term Disability  
Educational Assistance Program

***OUR MISSION***

Our mission is to enable at-risk children, youth, and families to realize their potential and contribute to their community.

We believe that when the your potential is realized, the sky is the limit to what you can do.

***OUR VISION***

We believe that everyone deserves a safe and loving home. We strive to make that a reality in everything we do. Our vision is for every child we serve to have a safe and permanent home.

***COMMITMENT TO QUALITY CARE***

At Growing Home Southeast, Inc. we routinely track and measure outcomes to improve existing programs and meet newly identified needs in the communities that we serve. Our services are accredited by the Council on Accreditation (COA). We are a founding member of the Foster Family-based Treatment Association (FFTA), member of the Alliance for Children and Families, United Way of the Midlands, Midlands Area Consortium for the Homeless (MACH) and the Palmetto Association for Children and Families.

***Growing Home Southeast is an Equal Opportunity Employer***