*L*ookout *M*ountain *C*ommunity *S*ervices
Job Announcement

JOB TITLE	POSITION NUMBER
Revenue Cycle/Billing Specialist	
POSTING DATE	**DEADLINE DATE**
May 27, 2022	Until Filled

POSITION LOCATION
Lookout Mountain Community Services **Administrative/Billing office** **501 Mize Street**

GENERAL NATURE OF JOB DUTIES
Individual will work with Revenue Cycle Process - Billing and Payment Applications for Commercial Insurance/Medicare Payers. Candidates should be computer savvy and have the ability to operate multiple billing systems, be able to work in a fast-paced environment, have a customer service/first attitude, and be able to communicate effectively with multiple payers.

MINIMUM QUALIFICATIONS
Minimum of two years' experience working in billing or revenue

HOW TO APPLY	
Applicants should submit a **Lookout Mountain Community Services Application** to the following: Lookout Mountain Community Services ATTENTION: Human Resources Department PO Box 1027 LaFayette, GA 30728 E-Mail: Jobs@LMCS.org Telephone: 706-638-5580 x 4114 FAX: 706-638-5445 *Lookout Mountain Community Services Application can be found at www.lmcs.org or contact 706-638-5580 x 4114*	Applications/resumes should be filled out carefully and completely with **the last ten years of work history** included. Attach documentation to support education/training/licensure certification. If your application/resume is not complete you may forfeit the opportunity of an interview. Keep a copy of your application/resume. Copying service is not available at LMCS. Due to the volume of applications/resumes received we are unable to provide information on your application/resume status over the phone**.** Applicants who are selected for an interview will be contacted to arrange for an interview. Applicants who have a disability, which require special accommodations should contact the Human Resources Department. *In-House applicants will be considered prior to applicants being considered outside the agency.*

This position may require pre-employment drug testing
An Equal Opportunity Employer