

**Comprehensive Behavioral Health Center of St. Clair County, Inc.**

**Records/Billing Manager**

**(Full Time)**

The Records/Billing Manager establishes and administers the consumer information and consumer records system used throughout the agency to document all levels of activity and treatment from admission through discharge. Acts as privacy officer.

***Required Qualifications:*** Position requires a minimum of 3 years experience managing Consumer Records in a licensed healthcare setting. Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT). Training and/or certification in various aspects of Information System Management preferred.

Education/Experience: Position requires a Bachelor’s degree in Health Information Management or related field.

Salary: $35,905

**PLEASE FAX, MAIL, OR E-MAIL COVER LETTER AND RESUME TO: The Center**

**505 South 8th Street – East St Louis, IL 62201**

**Fax: (618) 482-7345**

**ATTENTION: HUMAN RESOURCES**

**E-mail:** [**humanresources@cbhc1.org**](mailto:humanresources@cbhc1.org)

**Deadline is 10-23-2014**