

ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE  
OCAPICA  
JOB ANNOUNCEMENT

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**Title:** Data Entry/Billing Specialist  
**FLSA:** Non-Exempt, Fulltime with Benefits  
**Pay Range/ Rate:** \$26-\$28/hr

**Division:** Mental Health- FSP  
**Supervisor:** Program Manager/QA  
**Revised:** May 2023

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**Summary:**

Under the supervision of the Program Manager/QA, the Data Entry Specialist will work with adult participants and family members (if applicable) in a Full Service Partnership program focused on Vietnamese population in Orange County to serve clients who have severe and persistent mental illness (SPMI). The Adult FSP program provides culturally and linguistically competent, family-centered, strength-based, and need-driven models of care, where enrollees identify their needs and strengths while working with care teams as equal partners.

**Essential Functions:**

- ◆ Enter data and run reports for the Adult FSP program.
- ◆ Complete all data entry in IRIS and Caminar systems.
- ◆ Ensure all progress notes/encounter documents from all staff members are accurately entered into Exym EHR.
- ◆ Export billing claims from Exym into IRIS system.
- ◆ Provide data processing support to meet all data and billing requirements of the County and other regulatory agencies.
- ◆ Maintain all information systems for the program.
- ◆ Maintain required systems to collect/report data requested by management and County.
- ◆ Maintain timely and accurate documentation of service contacts in accordance with agency, county and state guidelines and standards.
- ◆ Troubleshoot any systems issues directly with IRIS, Caminar, or Exym to ensure accuracy
- ◆ Generate staff productivity reports for review by the Behavioral Health Director.
- ◆ Participate in staff meetings, trainings, case conferences, peer review meetings, and supervision sessions.
- ◆ May perform basic statistical research and writing projects involving data collection, summarization, analysis and design.
- ◆ May coordinate development of mental health services data and information
- ◆ May perform any other functions as needed by management and agency.

**Minimum Qualifications - Knowledge, Skills and Abilities Required**

- ◆ Bachelor's degree with at least 1-2 years' experience in Information Systems maintenance including, management of data and billing collections systems and compliance with all contractual requirements.
- ◆ Demonstrate knowledge of and sensitivity to diverse cultures

- ◆ Ability to work in a multidisciplinary team inclusive of internal/external staff, community agencies, participants, family members, and etc.
- ◆ Excellent verbal and written communication skills.
- ◆ Strong computer skills.
- ◆ Ability to keep accurate records and prepare reports, detailed oriented and good organizational skills.
- ◆ Ability to be proficient and timely with required paperwork.
- ◆ Must be able to work collaboratively with other agency partners.
- ◆ Must possess interpersonal skills and ability to maintain professional boundaries.
- ◆ California Driver's License, car insurance, and reliable transportation.
- ◆ Ability to do some travel for conferences, meetings, trainings, and data collections at other sites.
- ◆ Occasional weekend, evening and on-call hours as needed. Ability to work flexible schedule.
- ◆ Verification of employment eligibility and background check required.
- ◆ Regular attendance required.

**Desired Qualifications - Knowledge, Skills and Abilities:**

- ◆ Bicultural and bilingual is desired.
- ◆ Ability to be flexible and take initiative

**Supervisory Responsibilities:**

- ◆ No supervision of employees will be required at this time.

**Environmental Conditions (Working Conditions):**

- ◆ Duties to be performed in an office environment which may include shared space, exposed to weather conditions and noise level prevalent at the times when performing community-based duties.

**Physical Requirement:**

- ◆ In the course of performing this job, the incumbent typically spends time sitting, standing, driving, walking, typing, filing, listening and speaking.

**Mental Requirement:**

- ◆ The incumbent in this position must be able to accommodate for any/all of the following: tolerance for distractions/interruptions, uncontrollable changes in priorities/work schedules. They must also be able to process information, think, and conceptualize in a clear and timely manner.

**Application Process:**

Application deadline: Until filled.

Please e-mail a resume and 3 professional references (past supervisors including e-mail address and phone number) to email: [careers@ocapica.org](mailto:careers@ocapica.org)

Please ensure that the email subject has the job title: **Data Entry/Billing Specialist**

**Agency Background**

OCAPICA was established in 1997 as a nonprofit organization with a specialty in serving the diverse Asian American and Pacific Islander communities. Since then, OCAPICA has expanded and serves all communities, especially low-income communities through several different programs in health, mental health, workforce development, policy and civic engagement, youth development, and education. OCAPICA has more than 90 employees that speak 24 languages and serve more than 40,000 community members a year.