

Job Description

Title: Office/Billing Manager

Department: Administration

Responsible to: Administrator

Duty Hours: 8:00 am - 5: pm

Purpose of Your Job Position

The primary purpose of your job position is to assist in the day-to-day accounting functions of the facility in accordance with current acceptable accounting and cost reimbursement principles relating to health care and the hospital operation as may be directed by the Administrator or Controller.

Delegation of Authority

As Office/Billing Manager you are delegated the administrative authority, responsibility and accountability necessary for carrying out your assigned duties.

Administrative Functions

Assist in implementing the day-to-day functions of the Inpatient Billing department. Implement written policies and procedures that govern the accounting functions of the inpatient facility.

Assure that patient information records are appropriately filled.

Record payments received to appropriate log.

Post payments received to appropriate patient's account.

Process and post charge slips to patient accounts.

Assist in balancing accounts receivable by running tapes, verifying computer printouts, etc.

Prepare and mail statements.

Make written and oral reports/recommendations to the Administrator concerning inpatient accounting functions.

Perform secretarial functions as necessary or directed.

Assist in reconciling statements as directed.

Assist in standardizing the methods in which work will be accomplished.

Assist in preparing financial and statistical reports as directed.

Develop and utilize computer reports and output.

Assist in preparing and implementation of changes in our accounting system as necessary or directed.

Monitor and collect accounts receivables. Report delinquent accounts to the Administrator.

Assist in preparing monthly financial statements to include preparing monthly balance sheets, income reports, etc. as required or directed.

Perform functions of computer/date processor as necessary or directed.

Data entry on all patient charges and refunds.

Responsible for computer billings, mailing, recording and collection.
Data entry on all Medicare Part A& B billing charges and supplies.
Maintain billing and payment log and complete all crossover billing as necessary or directed.
Responsible for completing all Medicare billing forms and back-up information required. CIF's turnaround documents and co-insurance from Medicare.
Responsible for keeping in contact with the responsible parties involved as to payments due and the status of their accounts.

Equipment and Supply Functions

Assure that an adequate supply of accounting supplies and equipment are on hand to meet the day-to-day requirements.
Report needs to the Administrator.
Request repairs for office equipment as necessary.

Patient Rights

Maintain CONFIDENTIALITY of all patient information.
Assure that the patient's rights to fair and equitable treatment, self determination, individuality, privacy, property and civil rights including the right to wage complaints are well established and maintained at all times.

Working Conditions

Works in office areas as well as throughout the facility.
Sits, stands, bends, lifts and moves intermittently during work hours.
Is subject to frequent interruptions.
Involved with patients, family members, personnel, visitors, etc.
Communicates with the medical staff, nursing personnel and other department Supervisors.
Attends and participates in continuing education programs.
Is subject to hostile and emotionally upset patients, family members, personnel, visitors, etc.

Educational Requirements

Must possess, as a minimum, a High School Diploma.

Experience

Must have, as a minimum, one (1) year experience in bookkeeping, Medicare A&B/Medical billing
Experience in health care accounting preferred but not required.

Specific Requirements

- Must be able to read, write, speak and understand the English language.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess the ability to deal tactfully with personnel, patients, family members, visitors, government agencies/personnel and the general public.
- Must be able to type 45 words per minute and use a 10-key calculator.
- Must possess the ability to work harmoniously with professional and non-professional personnel.
- Must possess the ability to plan, organize, develop, implement and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for providing sound accounting techniques.
- Must have patience, tact, cheerful disposition and enthusiasm.
- Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing practices.
- Must be able to prepare financial and other records in a systematic, neat and legible manner.
- Must be knowledgeable of micro - computers, data entry, output, etc.
- Must possess the ability to examine and verify financial documents and reports.

Physical and Sensory Requirements (With or without the aid of mechanical devices)

- Must be able to move intermittently throughout the work - day.
- Must be able to speak and write the English language.
- Must be able to cope with the mental and emotional stress of the position.
- Must possess sight/hearing senses or utilize prosthetics that will enable these senses to function adequately so that the requirements of this position will be fully met.
- Must function independently, have flexibility, personal integrity and the ability to work effectively with patients, personnel and support agencies.
- Must be in good general health and demonstrate emotional stability.
- Must be able to relate to and work with ill, disabled, elderly, emotionally upset and hostile people at all times within the facility.
- Must be able to lift, push, and pull a minimum of fifty (50) pounds.
- Must be able to assist in the evacuation of patients should it become necessary.

Acknowledgement

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Office Billing Manager** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that tasks assigned to this position do not involve exposure to blood or body fluids. I also understand that should my job position be modified to

include tasks that could result in exposure to blood or body fluids, I will be offered, free of charge, the Hepatitis B vaccination.

I further understand the my employment is at-will and thereby understand the my employment can be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

Employee Signature

Date

Employer Signature

Date