UMATILLA COUNTY
POSITION DESCRIPTION

Department: UCo Health
Position Title: Accounting Assistant IV

Employee Name: _____

Effective Date: _____

Job Series: C

Union Covered: Yes

Salary Range: 16

BOLI Exempt: No

GENERAL DESCRIPTION OF POSITION

The Accounting Assistant IV acts as the billing specialist and is primarily responsible for submitting claims and following up with insurance companies. Responsibilities also include general accounting functions and acting as a liaison to information/billing system vendors. Coordinates data applications and information projects for the departments; confers with departmental personnel regarding the implementation of the information/billing system; conceives of and produces functional information, reports, and studies regarding departmental programs and procedures for fiscal planning and service evaluation purposes.

SUPERVISORY RELATIONSHIPS

This position reports directly to the UCo Health Office Manager as part of the front office team.

PRINCIPAL DUTIES OF POSITION

- Performs and submits clean claims to various insurance companies either electronically or by paper. (EE)
- Review visit notes and apply codes as appropriate. (EE)
- Be knowledgeable about insurance practices and procedures related to billing and paying claims. (EE)
- Answers questions from patients, staff and insurance companies. (EE)
- Identifies and resolves patient billing complaints. (EE)
- Prepares, reviews and sends patient statements. (EE)
- Evaluates patient's financial status and establishes budget payment plans. (EE)
- Follows up on and reports status of delinquent accounts. (EE)
- Responsible for correcting and resubmitting claims to third party payers. (EE)
- Develop and prepare reports as requested by management, and as needed to promote the fiscal health of the department. (EE)
- Maintains strictest confidentiality; adheres to all HIPAA guidelines/regulations. (EE)

OTHER DUTIES OF POSITION

- Operate as a resource to the Management Team. (EE)
- Participate in developing and implementing Program/Department mission, goals, objectives, and projects. Represent Program/Department at appropriate levels in local, county, and State groups as requested by the Director. (EE)
- Develop and sustain positive working relationships and encourage support of management, management decisions, and management/county decision-making process. (EE)
- Attend all meetings as scheduled. Attend trainings as requested or assigned. (EE)
- Participate in occasional after hours or weekend events as needed, to include: conferences, community meetings, workshops, media events, and public health emergencies. (EE)
- Accreditation duties- actively participate as an accreditation team member, maintain a basic knowledge of Quality Improvement (QI) based on the Plan-Do-Check-Act (PDCA) model, and actively serve on QI teams and/or identify processes for improvement, as assigned. (EE)
- Provide general receptionist duties to support clinic staff. (EE)
- Keep waiting areas of clinics in a neat, organized manner and maintain any plantings located in the clinics. (EE)
- Other duties as assigned. (EE)

REQUIREMENTS FOR POSITION

Minimum Requirements:
- Certified Professional Coder or Certified Medical Coder
- High school graduate or GED equivalent required.
- Three (3) years progressively responsible work experience in an office in a physician's office or hospital setting.
- Considerable knowledge of medical billing procedures and general accounting principles, governmental accounting and regulatory requirements regarding health care financing.
- Knowledge and training in HIPAA regulations related to patient care documentation, billing process and compliance to the regulations.
- Knowledge and experience with medical billing CPT, ICD-10, and HCPCS codes.
- Possess good verbal and written communication skills.
- Possess a valid Oregon driver's license with a satisfactory driving record.
- Obtain current certification in cardiopulmonary resuscitation (CPR) within 12 months of hire (offered through UCo Health).
- Ability to pass a criminal background check.

Preferred Qualification:
- AA/AS in business or related field.
- Six (6) years progressively responsible work experience in an office in a physician's office or hospital setting.
- Bilingual in Spanish.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including EHR, word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

_____
Employee's Signature/Date