

JOB ANNOUNCEMENT



Position Title: Billing /Administrative Assistant

Program: Community Wellness Center

Classification: Non-Exempt/Full Time

Salary: \$14-\$15.50 per hour; Commensurate with experience

Summary and Range of Authority: The Community Wellness Clinic is based on a holistic approach to service delivery with an understanding that adults and older adults with mental health and substance abuse challenges benefit from linkages to primary care physicians, access to non-traditional and culturally accepted healing communities, family and peer support, culturally appropriate treatment and education about mental illness and skill development. Under the direction of the Medical Records Manager, the Billing/Administrative Assistant will provide data entry support for clients who are provided services under the Community Wellness Clinic Program.

Essential Duties and Responsibilities:

- Billing to Medi-Cal and Medicare
- Utilize Cerner aka Anasazi, Electronic Medical Record System
- Input patient information, open and discharge cases, and input services provided by staff into Cerner
- Update client data in Cerner as needed
- Review billing report for completion, accuracy, timeliness, and ensure completion of the billing cycle. Follow necessary steps for billing correction, when needed.
- Assist program staff in accurate and timely submission of billing and financial documents and provide follow up, when needed
- Assist Medical Records Manager in the preparation of end-of-month reports as required by contract and any ad hoc reports as requested
- Organize and input financial information for each client, including Uniform Method of Determining Ability to Pay (UMDAP), insurance and other necessary information for billing
- Conduct insurance verification activities
- Coordinate with other health plans when necessary
- Complete and submit insurance claim forms
- Follow billing procedures and monitor billing activities for compliance, accuracy, and timeliness
- Attend meetings scheduled by County of San Diego, MH Billing Unit and other program related meetings
- Develop and maintains varied tracking reports and billing status reports
- Answer and direct phone calls and takes messages as appropriate
- Greet visitors and clients and directs them to appropriate person
- Prepare outgoing faxes and distributes incoming faxes
- Photocopy a broad range of materials
- Type routine correspondences and prepares medical files
- Organize and maintain medical records room
- Maintain and ensures HIPAA, ethical standards and professional boundaries with staff and clients
- Assist with processing releases of information and requests for records in accordance with HIPAA and confidentiality regulations

- Other Administrative duties and responsibilities as assigned.

Required Education, Certifications/Licenses and Language/Cultural Skills:

- High School diploma, GED or equivalent

Minimum Experience and Qualifications Required:

- Previous experience in data entry and medical records and billing
- Excellent phone manner, good arithmetic skills and good spelling and grammar
- Familiarity with computer applications including spreadsheets and word processing
- Excellent attention to detail and ability to input electronic data accurately
- Efficient time management skills and reliability in meeting deadlines.
- Effective communication skills
- Ability to work well independently and within a team
- Ability to maintain strict confidentiality with regard to sensitive or proprietary information
- Must demonstrate intermediate level of computer literacy and experience using office productivity software i.e. Microsoft Word, Excel, Power Point, Internet browsers, and Outlook.
- Must pass background check (Live Scan Fingerprint)
- Must pass drug test (results shall be negative for all illegal drug use including marijuana)
- Must have TB clearance
- Must be able to drive for business purposes to other program locations in San Diego County
- Must have a valid California driver's license and comprehensive automobile insurance coverage, as required by law
- Will not be debarred or excluded from participation in Federal programs by the General Services Administration and/or the Department of Health and Human Services of the Inspector General.

Additional Preferred Education or Qualifications:

- Associates in information systems or health related field preferred
- Bilingual in Spanish

Physical Demands and Work Environment:

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. Spends approximately 70% of work time sitting and meeting with others or working at a desk and/or computer. Spends approximately 30% of work time standing or walking within the work area or outside the office at meetings and events, also bends, twists, stoops and reaches. Ability to communicate in writing and verbally. Regularly required to sit and talk or hear. Frequently is required to use hands to touch, handle or feel and reach with hands and arms. Occasionally lifts and/or moves up to 25 pounds. Working conditions are normal for an office environment and event venues. The noise level is usually moderate.

Mail, Fax or Email Resume to:

UPAC Human Resources Department

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