



LAKE SUPERIOR STATE UNIVERSITY

Classification Specification

FLSA Designation
NON-EXEMPT

Date Issued: April 12, 2004

Department: Health Care Center

Title: Medical Receptionist/Biller

FUNCTION AND RESPONSIBILITY

Under the direction of the director of the Health Care Center.

DUTIES AND RESPONSIBILITIES

Maintain complete confidentiality of all concerns of the Health Care Center.

Responsible for obtaining knowledge and understanding of the different areas of the medical office, medical procedures and coding, medical diagnosis and coding, different insurance co-pays and deductibles; understand and properly spell medical terminology.

Maintain familiarity of different insurance companies (Blue Cross, Medicare, Medicaid, Upper Peninsula Health Plan, Federal Employees Plan, etc.) and billing methods of each company. Understand and use the medical billing system, and update changes within the system.

Ability to use the computer to record medical concern recalls, input and update all medical clients accounts, and run medical records reports and daily journal.

Deal with the public in person and through other communication methods.

Perform proper and accurate filing of all medical records and general office filing.

Schedule medical appointments appropriate to patient complaint; prepare patient medical chart for office visit, including proper forms; schedule medical appointments appropriately to insure timely flow of appointments throughout the day.

Take, record and distribute staff meeting minutes.

Assist in the handling of incoming mail, including bills, payments and other correspondence; assist in preparation of bank deposits.

Stock office with proper office supplies; order and track office forms.

As necessary, assist the Assistant Office Director with duties, and fill in during absences.

Perform related duties as assigned.

QUALIFICATIONS

High School degree required, associate degree in office administration or related field preferred; two years of medical office experience required; supervisory experience and knowledge of medical record keeping and billing preferred. Recent work experience must demonstrate ability to perform posted job duties. Recent experience using Compumedic™ or similar medical software is preferred. Excellent communications skills are a must. Ability for, and inclination toward decision making; ability to deal tactfully with the public; and ability to maintain confidentiality of the office is required.

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PHYSICAL AND MENTAL DEMANDS

Adequate physical fitness to be able to sit and concentrate for long periods of time; use of fine motor skills to operate computer; problem solving ability; ability to understand and work with numbers; ability to see, hear, and speak with or without the use of aids to perform normal office tasks. Ability to multi-task duties.

The above statement reflects the general duties considered necessary to describe the principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

Approved: _____ Date: _____
Signature