

County of Berks

POSITION DESCRIPTION FORM

Position Title: Accounting Assistant - Medical Billing

Department: Berks Heim Business Office **Reports To: (Title)** Business Manager/CFO

Wage Category: Exempt Non-Exempt

EEO-1 Category: _____ **Union Classification:** UFCW

POSITION SUMMARY:

Performs and maintains accounts receivable subsidiary ledger. Prepare monthly billings sent to various reimbursement agencies for the care of residents at Berks County Home – Berks Heim.

POSITION RESPONSIBILITIES:

Essential Functions

1. Prepares monthly bills for either Medicare, Medicaid, Third Party Insurers and Private Pay residents using the Keane billing software.
2. Monitors the financial status of Private Pay residents and initiates paperwork for Medical Assistance coverage and follow-up with family and Department of Public Welfare.
3. Maintains accounts receivable subsidiary ledger by entering the data for daily cash receipts, ancillary charges, resident income payments, third party insurance payments and other medical expenses,
4. Posts payment to accounts receivable subsidiary ledger using Keane billing and receivables software.
5. Provides information and assistance to residents, families and representatives in a courteous, timely and professional manner.
6. Deals with the public, County agencies, third party insurers, state agencies and federal agencies to resolve billing and reimbursement discrepancies.
7. Prepares daily census reports and other statistical information for cost reporting purposes.

8. Reviews new admission files for accuracy, medical assistance eligibility, and representative payees and provides for income payments to the residents be changed and directed toward the Heim Business Office.

9. Performs other related tasks as assigned.

10. Responsible for implementation of medical billing regulations and application of changes.

MINIMUM EDUCATION AND EXPERIENCE:

1. Associate Degree in Accounting or Business Administration with emphasis in accounting.
2. One to two years recent experience with medical reimbursement billings, Medicare, Medicaid, and private insurance.
3. Any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of SSA policies and procedures with regard to senior citizens in full nursing care facilities (Form 162).
2. Ability to demonstrate experience with automated billing and receivables software.
3. Working knowledge of Microsoft Office applications: excel, word and access.

PHYSICAL DEMANDS:

Must have ability to stand, sit, and walk for extended periods of time.

WORKING ENVIRONMENT:

This position works in a clean, well lit, climate controlled office environment.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.