

MMBS

Job Description Form

JOB TITLE: Asst. Client Manager	REPORT TO: Client Manager
JOB CLASS: Clerical	CLIENT/HOSPITAL:
DEPARTMENT: Client Service	EMPLOYMENT STATUS: Full-time, Non- Exempt

I. Position Summary:

Responsible for assisting the Client Manager with physician meetings, staff meetings, training, coaching, and build team spirit, answer and interpret reports regarding client account. Also, will be responsible for staffs', clients', and patients' issue when the client manager is not present.

II. Essential Job Functions:

Following is a list of the essential duties and responsibilities required of this job, as well as an approximation of the percentage of time spent performing each task group. The tasks and the time spent performing each task may vary as business needs require. Target quota information is included if it is a performance measure. Marina Medical Billing Service maintains the right to modify job duties and responsibilities at its discretion.

- Cycle transmission & billing-Daily or Weekly and Month End
- Creating, verifying, & transmitting claims electronically
- Processing statements and insurance forms
- Organizing and monitoring your staff's work load
- Verify that posting batches are done by A/R clerks before Cycle billing has begun
- Verify Cydata reports, review errors, correction, and resubmit
- Review all correspondence and make sure it is kept current
- Review all EOB's for correct payments, denials, deductibles, no payments, & etc.
- Program commuter automated letters & key in statement messages
- Review all letters from your employees before they are sent to patients or ins. company
- Collections should be done a monthly basis: EMS, Lien Solutions, Straight Collections, Cal Optima, POS machine for verifying AEVS, and Return Mails
- Send appeals to ins. company, make adjustments, and check for refunds
- Insurance classification, insurance tear down, agings, zero balance, unapplied cash report
- Asst Client Manager in hiring, training, and retaining employees
- Generate Month End and other reports as needed to Administration
- Other responsibilities as assigned and/or needed

VI. Education & Experience:

- Must have three to five years experience in billing
- One year experience with supervisory preferred
- High School Diploma/GED or BS/BA degree from accredited college in healthcare or related field

III. Knowledge, Skills, and Abilities:

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the **minimum** knowledge, skills and abilities required. Employees who do not possess the requirements for a job at time of hire or transfer/promotion are expected to attain the skills, knowledge and abilities required within a specified period of time as agreed upon in writing, with the hiring manager. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Employees will follow any other instruction, and perform any other related duties, as may be required.

- Excellent written and verbal communication skills
- Must be able to work independently and have confidence when using judgments
- Ability to generate and interpret reports
- Ability to file alphabetically and numerically
- Ability to multi-task; perform the client Manager's reasonability as needed
- Ability to use PC, copy & fax machines, and other office machines
- Ability to prioritize job duties/responsibilities, to delegate work to staff, and to pay attention to detail
- Knowledge in running POS device and use AEVS system
- PC skills: AS400 is a plus, MS Excel and Outlook

V. Physical Dimensions:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

ADA Requirements:	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with co-workers and staff.				X
Mobility: Standing & Walking Must be able to move around on foot to make copies, deliver charts, and attend department & staff meetings.				X
Climbing/Pulling/Kneeling: Must be able to pull charts out off filing cabinets. Use stool if needed. Kneeling is required when pulling charts at ground level.		X		
Lifting/Pulling/Pushing: Must be able to lift charts out off filing cabinets. Use stool if needed. Pushing and pulling is required for all door ways, cabinets drawer		X		
Fingering/Grasping/Feeling: Typing on keyboard, dialing on phone, writing, and holding small office supplies.			X	

Employee's Name (Print) Date

Employee's Signature

Manager/Supervisor's Name Date

Manager/Supervisor's Signature