

MMBS

Job Description Form

JOB TITLE: Dept. Manager	REPORT TO: Operations Manager
JOB CLASS: Management	CLIENT/HOSPITAL: All
DEPARTMENT: Data Entry	EMPLOYMENT STATUS: Full-time, Exempt

I. Position Summary:

Dept. Manager is responsible for overseeing the D/E clerks and their productivity, ensuring that all goals/deadlines are met.

II. Essential Job Functions:

Following is a list of the essential duties and responsibilities required of this job. 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.

- Daily Responsibilities
 - Work with Mgr, Admin, & other dept to resolve/troubleshoot any problem related to D/E
 - Manage, organize, monitor, troubleshoot, assign, and supervise employees' work load
 - Provide continuous coaching/support for employees
 - Ensure proper chart-flow; including insurance coding and procedure coding
 - Enter and audit charts as needed
 - Ensure claims are transmitted and batches are posted
 - Process charge reversals as needed
- Weekly/Bi-Weekly Responsibilities
 - Correct/audit employee edit time sheets
 - Update D/E department Matrix for HR department
 - Calculate D/E incentive and overtime amount
- Monthly Responsibilities
 - Co-host monthly department meetings: safety, policy & procedures, events, and etc.
 - Attend monthly meetings; client manager and administration
 - Update Month-end closing schedule
 - Generate Month-end report to Administration
- Other Responsibilities as Assigned and/or Needed
 - Selection & Retention, Termination, and Training/Coaching
 - Ensure all employees follow company policy & procedures and office safety guidelines
 - Work on new project(s) when assigned by Administration
 - In charge of Cal Overnight and FedEx requests

III. Education & Experience:

- One year experience with supervisory
- Two years in Medical Data Entry experience OR
- Two years of data entry with one year of medical billing experience
- High School Diploma/GED.

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VI. Knowledge, Skills, and Abilities:

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 multi-task and be able to pay attention to detail
- Ability to use PC, copy machine, and other office machines
- Ability to prioritize job duties/responsibilities, to delegate work to staff
- PC skills: AS400 is a plus, MS Excel, Word, and Outlook a must

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, constant grasping of charts.			X	

Employee's Name (Print) Date

Employee's Signature

Manager/Supervisor's Name Date

Manager/Supervisor's Signature