

# MMBS

## Job Description Form

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

### I. Position Summary:

Responsible for preparing Client charts to be coded and insurance forms to be mailed out. Responsible for daily chart retrieval, chart filing, chart pulling, and correspondence for assigned client(s).

### 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.

- Responsible for all charts for assigned client
- Responsible for daily HCFA's tear down and mailing
- Photocopying
- Printing dictations
- Running POS slips for Medi-Cal insurance
- Return Mail
- Updating cash agings
- Other responsibilities as assigned and/or needed

### III. 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.

- Ability to file alphabetically and numerically
- Ability to multi-task
- Ability to use copy and fax machines
- Ability to correlate documentation for every charts
- Knowledge in running POS device
- Good communication skills
- PC skills: AS400 is a plus

# MMBS

## Job Description Form

### VI. Education & Experience:

- One year experience with general office skills
- High School Diploma/GED

### 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%
<b>Seeing:</b> Must be able to read claims/ reports and use a computer				X
<b>Hearing:</b> Must be able to hear well enough to communicate with co-workers and staff.			X	
<b>Mobility:</b> Standing & Walking Must be able to move around on foot to make copies, deliver charts, and attend department & staff meetings.				X
<b>Climbing/Pulling/Kneeling:</b> Must be able to pull charts out off filing cabinets. Use stool if needed. Kneeling is required when pulling charts at ground level.			X	
<b>Lifting/Pulling/Pushing:</b> 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	
<b>Fingering/Grasping/Feeling:</b> 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