

Fairbanks Billing Services, LLC.

Job Description

Job Title: Junior Office Assistant
Occupation Code: 43-4171
Employee Status: Regular Part Time
Employment Status: At Will
Date Revised: October 30, 2007
Reviewed By: Katie Best, Manager

Job Summary:

Under direct supervision from Office Manager, is expected to perform assigned duties accurately and with minimum supervision. The main duties for this position are to provide the organization and maintenance of ScanFiles; pick-up & drop-off's for Clients and back up to the Office Assistant to help ensure an efficient and smoothly run office. This position works closely with all staff within FBS.

Qualifications and Experience:

- Basic knowledge of secretarial, office procedures, and knowledge of use and operation of standard office equipment
- Basic knowledge of computer software
- Basic Math knowledge
- Position continually requires demonstration of poise, tact and diplomacy
- Must have strong organizational skills with the ability to make independent decisions, prioritize and multi-task projects
- Ability to work under pressure using attention to detail
- General knowledge of HIPAA guidelines
- Must have reliable transportation, valid drivers license and proof of vehicle insurance

Job Responsibilities:

- Deals with diverse group of external callers and visitors as well as internal contacts at all levels of the organization
- Receives walk-in payments from patients and handles them discretely and efficiently
- Provide back up to Office Assistant with answering multi-line telephone, takes messages or screens and/or answers all routine and non-routine questions
- Provides back up to Office Assistant with preparing and batching mail on heavy mail days
- Serves as back up in assuring smooth operations (maintenance and repair) of all office equipment including but not limited to printers, fax machine, copier, ScanFile and microfilm machine
- Scan's and separates Batched EOB's from checks and distributes to Billers to post

- Prepares previous days work of Tickets, Daily Work, Batch Sheets, Chart Notes for scanning and does scanning
- Maintains Scanned documents within the system
- Sets-up new folders within the Scanning system for new Clients or as needed to keep scanned documents easy to find
- Sets-up and maintains folders within the Black filing cabinet that are needed for new Clients or as needed when procedures change
- Receives and distributes requests for microfilm
- Documents, Processes and Requests Chart Notes for Medical Requests
- Provides Pick-up & Drop-off's for Clients as need on scheduled day
- Delivers bank deposits on Tuesdays & Thursdays to various banks, as needed
- Faxes Credit Cards payments to be ran within their office's to Clients on an as needed basis by 4:00pm daily
- Open communication with all staff
- Maintains cooperative working relationships with supervisors and other staff
- Performs other duties as assigned by Office Manager or Billing Coordinator

Employee Responsibilities: (are to include but not limited to the following:)

- Demonstrates good judgment
- Maintains the strictest confidentiality of all information received at FBS
- Plans and utilizes time wisely
- Reports to work on time each day, after lunch break, and not leaving early
- Required to be at work on pickup days for clients as these are heavy work days
- Always provides proper notification and advance notice of absence, attendance and reliability are a must
- Conducts one's self in a professional manner
- Behavior should be positive towards co-workers, patients, and clients at all times and reflect a favorably outlook on FBS.
- Attend regular staff meetings, when possible
- Commercial appearances from time to time

Physical Demands:

Work may require sitting for long periods of time, and also stooping, bending and stretching for files and supplies. Employee will occasionally be asked to lift files or paper weighting up to 30 pounds. Position requires manual dexterity sufficient to operate a keyboard, computer, telephone, copier, fax, and other office equipment as necessary. Employee must have normal range of hearing and eyesight to record, prepare, and communicate appropriately. Position also requires viewing computer screens and typing for long periods of time, and working in an environment which can be very stressful.

Working Conditions:

Professional office environment. Possible evening or weekend work.