
BILLING ASSISTANT

(Non-Exempt)

Under the general direction of the Quality Assurance (QA) & Billing Coordinator, this position is responsible for the reviewing and tracking staff progress notes: will assist the Billing Manager with billing services as needed; maintaining timely filing, organization, and confidentiality of client files; ensuring prompt and accurate billing for all client services; and carrying out requests for information in accordance with HIPAA law. The Billing Assistant must possess attention to detail; organizational skills; knowledge of HIPAA law, Medicaid requirements and billing practices; and must be self-motivated.

Essential Job Functions

- Checks and reviews all progress notes to make sure they meet the State requirements for billing.
- Reviews and tracks the submission of progress notes for all agency programs to ensure timely completion.
- Compares billing sheets with progress notes to verify that the correct times and services are billed.
- Provides information to supervisors regarding staff billable and non-billable contact hours, as requested.
- Available to assist and train staff in the accuracy of writing billable notes.
- Assist as needed with Service Authorizations in line with individual client Treatment Plans.
- Assists in weekly Medicaid billing.
- Communicate with staff efficiently and effectively concerning note progress.
- Cross-trains in Quality Assurance and Billing responsibilities. Demonstrates ability to process and review documents in the absence of the Quality Assurance Manager.
- Learns and follows agency, Medicaid, State, and Federal regulations and requirements.
- Attends weekly meeting related to billing and brings any concerns to the attention of the department supervisor.
- Performs other related work as assigned.
- Enters weekly data for non-electronic notes (TFC).
- Available to assist and train staff in navigating AKAIMS.

Knowledge, Skills, and Abilities

- Organizational skills
- Attention to detail
- Consistency and reliability in performing routine duties
- Knowledge of agency policy, State Requirements, Federal regulations, Medicaid regulations, and HIPAA law
- Able to problem-solve independently
- Understands and demonstrates the importance of maintaining client confidentiality
- Able to communicate effectively with co-workers

Licenses and Certificates Needed

- Must be able to successfully pass State of Alaska Background Check
- Must be able to successfully pass TB Test (current)

Minimum Qualifications

- Experience with computers and Microsoft Excel
- Experience working with confidential documentation preferred
- Data entry/accounting experience preferred
- Medical billing experience preferred

I acknowledge that I have received a copy of this job description.

Signature

Date

NOTE: YAS is a dynamic organization changing as needed to best address its goals. This job description is representative of duties at a moment in time and is intended as a "living document" updated periodically to reflect changes in job responsibilities and/or emphasis. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job and identify performance measures and potential training needs.