

Job Description

Specialists in Rehabilitation Medicine, P.C.

Job Title: Clerical Assistant	FLSA Status: Non-exempt
Department: SIRM Billing	Review/Revision Date: 3/31/2021
OSHA Category B: This occupation does not require tasks that involve exposure or potential for exposure to blood, blood-borne pathogens, or other potentially infectious material.	

General Summary: The Biller is responsible for supporting the Physicians and staff of SIRM by acting as a coordinator for the billing of services rendered. General office practice including answering phones is also required. Works at the main Rochester office.

Principle Duties and Responsibilities:

1. Mailing insurance claims to payers
2. Print office notes to mail with insurance claims
3. Review claims to be mailed for missing information prior to mailing and notify biller.
4. Scan SNF and/or Hospital notes into appropriate accounts.
5. Scan EOB's and billing deposit logs into appropriate locations
6. Assist with purging and/or scanning of old charts into appropriate accounts.
7. Assist with registering and entering data for new patients into the EMR
8. Print notes from hospital EMR to give to medical coder.
9. File Hospital charts.
10. Demonstrates and actively promotes an understanding and commitment to the Employee Handbook including Compliance, Commitment to My Co-Workers, Standards of Conduct and Code of Ethics.
11. All other duties and assignments as required.

Vocational Training and Competencies Required:

1. High school diploma with a business emphasis or subsequent equivalent training.
2. Six months of experience in a medical office preferred.
3. Must have basic computer skills.
4. Knowledge of medical terminology and coding, especially rehabilitation, preferred.
5. Cognitive and Affective Competencies:
 - Ability to utilize excellent verbal and written communication skills in order to address and interact effectively and courteously with external and internal customers, including senior management and various other individuals
 - Ability to follow written and verbal instructions
 - Ability to organize and prioritize daily workload
 - Ability to coordinate, compile and compare data
 - Ability to negotiate, instruct, and help people
 - Ability to operate system-based software applications, hospital preferred
 - Ability to concentrate despite interruptions and pay close attention to detail
 - Active listening
 - Perform all tasks in a timely manner with a high level of accuracy.

This position requires the ability to identify age related differences within the persons served and the adjustment of treatment style and expectations as appropriate, including adjustments based on the person's served cognitive function and learning ability. This will include taking into account their religious and cultural needs and preferences.

Disclaimer:

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

Reporting Relationships:	
This position reports to:	SIRM Director of Billing
There is a close working relationship with:	All SIRM staff
Jobs reporting to this position:	None

Working Condition and Related Factors

Position: Biller
Indicate the Frequency for Essential Job Functions: O=Occasionally (less than 3 hours); F=Frequent (3-5 hours); C=Constant (all shift) N/A=Not Applicable
Indicate only the highest level of activity that occurs on a daily basis

1. Physical Activities		2. Weight				3. Visual Activity		4. Other	
			Lifting	Carrying	Push/Pull				
Balancing	O	0-5 pounds	O	O	O	Near vision	C	Distinguish Sounds	C
Bending	O	6-10 pounds	O	O	O	Far vision	F	Hear speech	C
Climbing	N/A	11-20 pounds	O	O	O	Depth perception	F	Distinguish hot & cold	O
Crawling	N/A	21-25 pounds	O	O	O	Color vision	F	Distinguish range of temps	O
Crouching	O	26-50 pounds	N/A	N/A	N/A			Distinguish surfaces	O
Kneeling	N/A	51-75 pounds	N/A	N/A	N/A			Fine motor skills	C
Standing	O	76-100 pounds	N/A	N/A	N/A			Manual dexterity	C
Stooping	O	Over 100 pounds	N/A	N/A	N/A			Exposure to weather elements	O
Walking	O							Noise intensity	O

Working Condition and Related Factors Continued:

Position: Biller
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Biller pg

Sitting	F							Exposure to extreme heat	O
Twisting	O							Exposure to extreme cold	O
Turning	O							Exposure to Latex	O
								Detect/Distinguish odors	O
								Distinguish flavors	O

5. Personal Protective Equipment	6. Hazardous/Adverse Conditions	7. Equipment Used
N/A	Exposure to marked changes in temperature and humidity	N/A
	Exposure to chemical/biological/mechanical/electrical hazards	N/A
	Exposure to vapor, fumes, gases, poor ventilation, caustic agents & adhesives, etc.	N/A
	Exposure to radiation	N/A

Approval:	
Signature:	Title: Office Manager
Printed Name: Kira Griffin	Date:
Approval:	
Signature:	Title: Physician Practice Partner
Printed Name: Brian Roth, MD	Date:

Employee Signature

Date