

MAINE MOBILE HEALTH PROGRAM

Position Specifications Essential Functions and Applicant Requirements

Position: Financial & Billing Assistant

Pay Designation: Non-Exempt (hourly)

Reports To: Finance Director

Position Supervises: N/A

Position Summary: Responsible for assisting with financial and billing administration. This role includes processing medical claims and assisting with the general administrative tasks of the finance department.

Position Responsibilities:

- Process daily claims from voucher providers for payment, including discounting charges to Maine Care rates and preparing summary reports for inclusion with remittances.
- Process Monthly Billing and Collections to Clients.
- Act as point of contact for voucher providers regarding claims status.
- Process and enter all required data into the Electronic Medical Records Software (EMR).
- Maintain required records, reports, files, etc.
- Daily post office & bank runs as needed.
- Assist in other Financial projects as directed.

Education:

Minimum of high school diploma with an emphasis on accounting/bookkeeping courses required.

Experience:

Experience with medical claims and/or billing required. Knowledge of Athena a plus. Experience in general accounting work preferred.

Other Essential Requirements:

Skill in

- Computerized accounting software, Microsoft Excel spreadsheets, and other applications including Microsoft Word.
- Interpreting and analyzing data.

Ability to

- Analyze documents for accuracy and appropriateness.
- Understand and interpret policies and regulations.
- Handle sensitive financial information in strictest confidence.
- Communicate effectively and work well with others.
- Impeccable attention to detail.
- Work independently and as part of a team

Equipment Usage Requirements:

- Computer
- Calculator
- Fax

General Work Environment and Physical Demands:

Requires sitting and standing within a remote & office environment

Cognitive and Emotional Demands:

- Problem solving skills required
- Occasional stress in meeting deadlines and handling competing priorities

NOTE: This position summary and job description is a general overview of the primary responsibilities which is subject to review and revision at any time.