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| Lake Region AmbulanceAdministrative Manager |  |
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| JOB TITLE: | Administrative Manager |  | JOB CATEGORY: | Administration |
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| Department/Group: | Administrative Department | External posting URL: | www.lakeregionambulance.com |
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| Location: | Devils Lake | Travel required: | Occasional |
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| Level/Salary range: | Varies on Experience | Position type: | Full Time |
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| Contact: | Director of Operations | Date posted: | 09/01/2023 |
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| Will train applicant: | Yes | Posting expires: | 10/15/2023 |
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| APPLICATIONS ACCEPTED BY: |
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|  | Fax or Email: | Sean.roed@lrambulance.com  |  |  | Subject line: | Administrative Manager |
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| JOB DESCRIPTION |
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|  | Role and Responsibilities:The Administrative Manager is responsible for submitting and assisting in submitting medical claims to insurance companies and payers such as Medicare and Medicaid. * Supervise daily administrative operations.
* Monitor expenses and suggest cost-effective alternatives.
* Assist in creating quarterly and annual budgets.
* Maintain organized medical and employee records.
* Monitor administrative staff’s performance.
* Be able to competently handle Accounts Receivable and Accounts Payable
* Knowledge in performing Payroll.
* Ability to produce quarterly and yearly reports.

**Occupational duties may include:*** Reviewing patient bills for accuracy and completeness and obtaining any missing information.
* Preparing, reviewing, and transmitting claims using billing software, including electronic and paper claim processing.
* Checking each insurance payment for accuracy and compliance with contract discount.
* Calling insurance companies regarding any discrepancy in payments if necessary
* Identifying and billing secondary or tertiary insurances.
* Reviewing accounts for insurance of patient follow-up.
* Researching and appealing denied claims.
* Answering all patient or insurance telephone inquiries pertaining to assigned accounts
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|  | Qualifications and Education Requirements:* Associate degree or its equivalent, will also consider experience in a related field.
* Proven work experience as a Medical Biller is preferred or similar role.
 |  |  | Preferred Skills**Proficiency in the following areas is preferred:*** Competent use of computer systems, software, and 10 key calculators.
* Effective communication abilities for phone contacts with insurance payers to resolve issues.
* Customer service skills for interacting with patients regarding medical claims and payments, including communicating with patients and family members of diverse ages and backgrounds.
* Ability to work well in a team environment.
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|  | Additional NotesIt is a position that is critical for the financial cycle of Lake Region Ambulance Service |
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| REVIEWED BY: | Director of Operations |  | DATE: |  |
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| Approved by: |  |  | Date: |  |
|  |  |  |  |  |
| Last updated by: | Director of Operations |  | Date/Time: |  |