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| Lake Region Ambulance Administrative Manager | | | | | | | | | |  |
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| JOB TITLE: | | Administrative Manager |  | JOB CATEGORY: | | | | | | Administration |
|  | |  |  | | | |  | | | |
| Department/Group: | | Administrative Department | External posting URL: | | | | www.lakeregionambulance.com | | | |
|  | |  |  | | | |  | | | |
| Location: | | Devils Lake | Travel required: | | | | Occasional | | | |
|  | |  |  | | | |  | | | |
| Level/Salary range: | | Varies on Experience | Position type: | | | | Full Time | | | |
|  | |  |  | | | |  | | | |
| Contact: | | Director of Operations | Date posted: | | | | 09/01/2023 | | | |
|  | |  |  | | | |  | | | |
| Will train applicant: | | Yes | Posting expires: | | | | 10/15/2023 | | | |
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| APPLICATIONS ACCEPTED BY: | | | | | | | | | | |
|  | | | | | | | | | | |
|  | Fax or Email: | [Sean.roed@lrambulance.com](mailto: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 Notes  It 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: | | | |  | | |
|  | |  |  |  | | | |  | | |
| Approved by: | |  |  | Date: | | | |  | | |
|  | |  |  |  | | | |  | | |
| Last updated by: | | Director of Operations |  | Date/Time: | | | |  | | |