

Northwest Colorado Health

Administrative Assistant / Billing Support Nurse Family Partnership

General Statement of Duties:

A part time (20 hours per week), hourly pay (non-exempt) position provides data entry, clerical support and billing coding to Nurse Family Partnership.

Supervision Received:

Reports to the Nurse Family Partnership Supervisor

Supervision Exercised:

No Supervision Exercised

Essential Functions:

1. Inputs Nurse Family Partnership (NFP) data in a timely and accurate manner into the web-based information system.
2. Compiles statistical information for special reports.
3. Performs general clerical functions.
4. Utilizes computerized data entry equipment and various word processing, spreadsheet and file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary.
5. Complies and tracks a variety of resources; may participate in community outreach activities.
6. Maintains confidentiality and adheres to HIPPA regulations
7. Performs other work as required or assigned.
8. Billing, coding and reconciling of Medicaid payments

This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

Education:

High School graduate.

Experience:

1-2 years of related experience preferred.

Requirements:

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.

Skills:

1. General office skills.
2. Data entry and report generation.

3. Billing and reconciling Medicaid billing.

Knowledge:

1. General computer and office equipment.

Abilities:

1. Must be able to facilitate operations to meet team and supervisor's needs.
2. Ability to provide a positive approach to discerning opportunities for improvement or change, taking advantage of the situations, and functioning as a change agent.

Equipment:

1. Daily use of telephone, computer, copier, and other office equipment.

Working Conditions:

1. Position is in a well-lighted, accessible office environment, and involves sitting approximately 90% of the day, walking or standing the remainder.
2. This position meets the criteria for Category 2 of OSHA's guidelines for exposure to biohazards.

I, _____ acknowledge that on this date, I have received the following job description for my present position.

Signature of Employee: _____ Date: _____