

446 North Main Street
Fall River, MA 02720
508.730.5000
508.646.0431 (fax)

Office Assistant Outpatient Clinic

Full-Time Position with Benefits

SCHEDULE: Monday, Wednesday, Thursday and Saturday 9 to 5 pm, Tuesday 12 noon to 8 p.m.

SUBMIT RESUME AND LETTER OF INTENT TO HUMAN RESOURCES BY CLOSE OF BUSINESS May 24, 2017

- Run client's insurance eligibility before they receive services and print warning reports.
- Make copies of insurance cards for the file and for STM.
- Collect all deductibles and co-pays before the client receives services.
- Input intakes and authorizations into STM system.
- Complete CSPECH and Federal billing
- Check for proof of service on all billing sheets.
- Make a copy of fee-for-service and contracted service billing sheets for the Director of Outpatient Services to review and sign for payroll.
- Check to see that all billing sheets are completed correctly prior to scanning them to STM.
- Print the Intellilog Services with Errors Report daily
- Provide assistance to Outpatient Clinic staff in the area of reception.
- Responsible for office related duties including but not limited to typing, filing, letters, agendas, faxes, and composing correspondence.
- Prepare doctor charts and send out correspondence to programs and PCP's regarding changes in the client's medications.
- Responsible for providing telephone coverage using proper telephone etiquette.
- Requires the ability to utilize the computer to look up insurance eligibilities and add clients to the database.
- Responsible for maintaining all assigned office equipment in a clean and workable condition. Maintaining and ordering office supplies.
- Assure all assigned files, records are maintained in a neat, orderly and efficient manner for reference and/or follow-up purposes.
- Must be able to conduct oneself in a professional manner in working with clients, staff and outside vendors.
- Track and store closed files and pull files as needed for the clinic.
- Send out all disability reports and fax and mail all releases.
- Prepare doctor charts and send out correspondence to programs and PCP's regarding changes in the client's medications.

EDUCATION: Graduation from a recognized program of business or secretarial arts and/or the equivalent knowledge and experience preferred. Knowledge and experience with medical billing a plus.

EXPERIENCE: A minimum of one year's experience in an office preferred. Computer knowledge and skills required.

Office Assistant Outpatient Clinic, Full Time *MassJobQuest* #8991664

<http://jobquest.detma.org/JobQuest/JobDetails.aspx?jo=8991664>



<https://www.facebook.com/Fall-River-Career-Center-234942479853622/>

**An Equal Opportunity Employer/Program
Auxiliary Aides & Services Available on Request to Individuals with Disabilities
TDD/TTY 1-800-439-0183**