LAC COURTE OREILLES
COMMUNITY HEALTH CENTER
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740

Position:	Procurement/Inventory-Billing-Admin Clerk/Assistant
Location:	Lac Courte Oreilles Community Health Center
Salary Range:	$12.00 – $15.00 per hour.
Hours:	Monday – Friday; 8:00am – 4:30pm
Posting Date:	January 11, 2016
Closing Date:	January 22, 2016

Description of Position:

This position will report directly to the Billing Team Leader. The billing related duties of this position include assisting the Billing Team leader to maintain LCOCHC's files related to the billing of health insurance vendors. This position will be cross trained to assist in providing coverage for registration, billing and administrative positions for relief time as needed. As a part of the administrative duties of this position you will greet, welcome, and direct finance department visitors appropriately; you will also notify finance department personnel of the visitor's arrival. Deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize diversified workload, recommends changes in office practices or procedures. The procurement duties related to this position include being responsible for acquiring materials and processing the necessary documents to fulfill requests for purchases, including assisting departmental budget personnel in the preparation of purchase orders, logging the receipt of goods and supplies, and handling inquiries about orders. The inventory duties include following through with purchases from order placement to fulfillment. In addition, this position will work with LCOCHC's Facilities Department staff to conduct periodic inventories of LCOCHC's furniture and equipment.

Qualifications:

- Must have High School Diploma or equivalency
- Two (2) year professional degree preferred in a related field
- Must be able to demonstrate strong Microsoft Office skills
- Ability to work proficiently and efficiently on a timely manner.
- In depth knowledge of accounting and mathematics.
- Must have strong organizational skills.

- Possess strong communication skills.
- Knowledge of medical/dental terminology and billing practices. Some knowledge of CPT and ICD9 &ICD10 codes.
- Must be able to take responsibility and work under pressure.
- Valid WI Driver's License
- Valid Vehicle Insurance
- Pass pre-employment Drug Screening and random drug screening
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA Regulations

Major Duties and Responsibilities:

1. Welcomes visitors by greeting them, in person or the telephone; answering or referring inquiries.
2. Establishes, develops, maintains and updates filing system for the finance director and the department. Retrieves information from files when needed.
3. Maintains security by following procedures.
4. Maintains safe and clean reception area by complying with procedures, rules and regulations.
5. Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs related to purchases.
6. Track purchases from order placement until it arrives in hands of order placer.
7. Maintains a filing system in the purchase department and updates appropriate records when required.
8. Inspects consignments to verify if they are in order and as per agreed terms.
9. Interacts with suppliers in case of delay in delivery of supplies, receipt of damaged or incorrect quantity of goods.
10. Handle invoices and forwards to the accounts payable desk.
11. Prepares inventory transfer forms as needed.
12. Data entry into computer when needed to assure accuracy of billing for all services rendered in patients account.
13. Ensure completion of documentation and coding on the Route Slip and EMR when needed on charges entered in patient's accounts for a correct and complete billing claim.
14. Maintain billing file/records by batch in accordance with the established protocol.
15. Reporting of Adverse Incidents.
16. Any other duties assigned by the Billing Team Leader or other managers in this positions chain of command.

Supervision and Guidance:

The Procurement/Inventory-Billing-Admin Clerk/Assistant will work under the direct supervision of the Billing Team Leader with oversight by the Finance Director.

***Applicants for employment with the Health Center <u>must</u> submit with the completed application form additional documents including the following:**

<u>Letter of Interest</u>
<u>Resume</u>
<u>Credentials</u>
<u>Proof of any stated Qualifications</u>

Three (3) current letters of recommendation
Academic transcripts

Application Information:

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center
Human Resources
13380W Trepania Road
Hayward, Wisconsin 54843
(715) 638-5132
(715) 634-6107 FAX

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.

01/11/2015