

CATHOLIC CHARITIES COMMUNITY SERVICES OF ORANGE COUNTY

JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT

Job Number: 2008150

Reports to: Clinic Supervisor

Agency: CCCSOC

Department: Chemical Dependency

Status: Full time/Exempt

Date revised: February 2, 2009

JOB SUMMARY:

The Administrative Assistant is responsible for managing a variety of administrative procedures and systems associated with the clinic. He/she is responsible for becoming familiar with and understanding policies and procedures associated with the internal and external reporting requirements. He/she is to act as a liaison between clients and third party reimbursement entities. The Administrative Assistant shall maintain full compliance with the federal confidentiality regulations governing substance abuse records as outlined in 42 CFR Part 2 and HIPAA. The position of Administrative Assistant is granted full access, use and disclosure authorization relative to protected client-related health information. The position has no access to protected employee-related health information.

DUTIES AND RESPONSIBILITIES:

1. Perform office functions to include screening clients, verifying appointments, answering telephone inquiries and providing referral information when needed.
2. Complete fee assessments for every client to determine sliding scale fee, collect insurance and Medicaid information
3. Responsible for verification of benefits, including daily verification of Medicaid eligibility in epaces
4. Responsible to make certain services and client payments entered in Tier are accurate.
5. Maintain client financial records in Tier.
6. Responsible for becoming familiar with Medicaid, Medicaid HMO and Managed Care procedures to enable third party reimbursement for services.
7. Maintain records and prepare monthly statistical reports for submission to regulatory bodies.
8. Maintain an up-to-date insurance ledger and follow up with insurance submission that have not been acknowledged after thirty days.
9. Responsible for: daily banking of Medicaid, insurance reimbursement and self-pay fees; generate daily deposit report and forward deposit data to Finance at CCCS.
10. Responsible for control and disbursement of petty cash; record keeping of petty cash expenditures; submission for reimbursement to petty cash fund.
11. Responsible for ordering and maintaining office and cleaning/maintenance supplies; preparing purchase requisitions and following Agency policy of obtaining bids as necessary.
12. Maintain inventory of all equipment according to OASAS regulation
13. Keeps Supervisor informed of any problems occurring in the clinic.
14. Participate in staff meetings as required.
15. Perform other related functions as required.

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JOB DESCRIPTION: Administrative Assistant

Continued

Education, Skills, Competencies and Experience Required:

- High School Graduate
- Experience with Medicaid, Managed Care and Insurance billing
- Experience with Microsoft Office including Word and Excel
- Experience with computer-based client management systems
- Must have strong methodical, written and oral communication skills, strong interpersonal skills and judgment, and a demonstrated capability for working cooperatively in a team environment.