

JOB DESCRIPTION

POSITION: *Data Entry/Outpatient Billing Assistant*

DEPARTMENT: *Outpatient Administration*

EMPLOYMENT STATUS:

- ☒ Regular
☐ Temporary
☒ Full-Time
☐ Part-Time

Regular hours worked: 20 per week

- ☐ Exempt ☒ Non-Exempt

REPORTS TO: *Outpatient Billing Manager*

PURPOSE: Provide Unicare data entry for Step-Up!, Too Good for Drugs, Discovery Residential & Medi-Cal Billing for Step-Up Outpatient programs. Provide support for the Director, Manager and Clinicians.

ESSENTIAL DUTIES:

Data Entry of Unicare Database

- Enter all clients into Unicare Database for Discovery & Step-Up programs.
- Enter group attendance and individual services into Unicare Database for Step-Up program.
- Run reports that determine approved amount to bill DADS/SUTS for Step-Up clients.
- Process Username ID paperwork for Unicare for all new social workers/therapists. Make sure paperwork is completed and faxed over to DADS/SUTS QI department, when delegated.
- Process all new Step-Up staff, making sure they get their NPI number from the State, when delegated.
- Work closely with staff to implement all county/state requirements given to us by DADS/SUTS, including all paperwork used for data entry in Unicare.
- As needed, deliver to DADS/SUTS any Medi-Cal application forms for social service processing for eligibility.
- Communicate to Step-Up and Discovery program staff needed corrections for Unicare paperwork and processing requirements, when delegated.

Data Entry of Too Good For Drugs Database

- Process all paperwork and set up each school site into database system each month.
- Run "Deliverables" reports quarterly and annually for Executive and Program Directors.
- Train new staff on the process of the paperwork and information needed weekly and quarterly for Data Entry.
- Enter all weekly information from Prevention specialist for each group conducted at all sites.

Required Monthly

- Process monthly eligibility by using the State website for each client in Step-Up. Enter required eligibility into the Unicare Database.
- Keep updated computer files on all current clients showing required monthly eligibility.
- Prepare and keep a setup folder on each client showing all eligibility for term of stay in Step-Up.
- Run all statistical reports for supervisor including previous monthly billing reports.
- Attend mandatory meeting for DADS/SUTS including Billing Processing and User Group meetings and any other unscheduled meetings required.
- Do monthly data entry for DATAR County Non-Compliance information on maximum capacity for Step-Up program showing available openings at the end of each month, when delegated.
- Prepare monthly billing report to Advent Group Ministries' billing department, when delegated.
- Run various Unicare reports to substantiate accurate billing processing.
- Prepare billing claims for Unicare Database for Step-Up. Give all billing information to Advent billing department for processing payment, when delegated.

Miscellaneous Duties

- Set up archives for Step-Up program. Box and label all old files after 6 months. Keep an updated archive list of old clients for any future inquiries.
- Run reports to acquire statistics for Quarterly Performance Standards of our agency for the Santa Clara County Social Services and give stats to supervisor.

MINIMUM REQUIREMENTS:

- Ability to do essential duties
- Good physical health (provide proof via physical exam)
- Negative TB test
- Physical strength and flexibility sufficient to perform duties (including but not limited to reaching, throwing, lifting, carrying, pushing, climbing, stooping, kneeling, crouching, crawling, turning/twisting)
- Visual acuity and hearing sufficient to meet the demands of the job
- Operate agency vehicles in a safe and legal manner
- Sobriety
- File and maintain files
- Read, hear, understand and carry out simple and complicated instructions
- Make simple arithmetic additions and subtractions; count, compute and calculate results of tests, etc.
- Plan own work activities
- Work as a member of a team
- Work with minimum amount of supervision
- Work on several tasks at the same time
- Work under pressure

SPECIAL PERSONAL CHARACTERISTICS:

- Objective understanding of the physical, social and psychological problems of adolescents with addiction-related problems
- High Judeo-Christian moral standards
- Tact
- Patience
- Emotional maturity and stability
- Leadership ability (including emotional and spiritual)
- Honesty
- Integrity
- Keen observation skills

- Continuing satisfactory record as a law-abiding citizen
- Willingness to work impartially with and accept the various racial, ethnic and cultural differences of staff and the clients we serve
- Punctuality and willingness to work various schedules
- Teamwork, cooperation and collaboration skills

Age Limitation: Minimum age is 21 years.

Citizenship Requirement: Pursuant to the law, a person must be either a US citizen, a permanent resident alien or meet the provisions of Section D of Annex 1603 of the North American Free Trade Agreement to engage in business activities at a professional level.

Felony Disqualification: Persons convicted of a felony are not eligible to be appointed to positions of this class.

Background Investigation: Pursuant to the law, persons shall be fingerprinted prior to work in a facility, and shall be subject to a background investigation by Community Care Licensing and the FBI. Persons who have previously been subjected to this in Advent will not undergo any further investigation of this type.

Medical Requirement: Persons shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

I have reviewed and determined that this job description accurately reflects the position.

Program Director signature

Employee signature

Date