**TITLE: Medicare Biller**

**LAST REVISED: October 1, 2013**

**REPORTS TO: Business Office Manager**

**METHOD OF PAY: Hourly**

**Purpose of Your Job Position**

The primary purpose of your job position is to monitor all Medicare functions relating to residents of Magnolia Manor, Inc. and as may be directed by the Business Office Manager. As the Medicare Biller, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

**EDUCATION / EXPERIENCE:**

1. Must possess, as a minimum, a High School Diploma.
2. Must have, as a minimum, 2 years’ experience in Medicare programs, general accounting and data processing skills.

**PHYSICAL REQUIREMENTS:** (with or without the aid of mechanical devices)

1. Must be able to move intermittently throughout the work day.
2. Must be able to speak and write the English language in an understandable manner.
3. Must be able to cope with the mental and emotional stress of the position.
4. Must possess sight/hearing senses, or use of prosthetics that will enable these senses to function adequately so that the requirements of the position can be fully met.
5. Must function independently, have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.
6. Must meet the general health requirements set forth by the policies of this facility which include a medical and physical examination.
7. Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and at times hostile people within the facility.
8. May be necessary to assist in the evacuation of residents during emergency situations.

**EXPECTATIONS:**

**Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.**

Magnolia Manor, Inc. has embraced the concept of *Servant Leadership* and is committed to its implementation company-wide*.* Servant Leadership is all about building a workplace community that cares about and serves others, a workplace that creates a sense of shared responsibility where all employees feel they are valued and are an integral part of our organization. Employees must be willing to become a part of the “Servant Leadership Team”, dedicated to continuous improvement in developing and demonstrating the servant leadership characteristics:

Patience Showing self-control

Kindness Giving attention, appreciation, and encouragement

Humility Being authentic, not thinking less of yourself, but thinking of yourself less

Respectfulness Treating others as important people

Selflessness Meeting the needs of others

Forgiveness Giving up resentment when wronged

Honesty Being free from deception

Commitment Sticking to your choices

*Administrative Functions*

1. File Medicare electronically.
2. Follow up and collect all Medicare.
3. Prepare monthly Medicare Cost Report Receivable entry.
4. Maintain Medicare Bad Debt log.
5. Prepare Medicare Credit Balance Report.
6. Prepare UB-04 for Medicare Part A and B Coverage.
7. Prepare/File No-pay billing each month for dismissed Residents or Residents exhausting benefits.
8. File Demand bills upon request of denied patients by responsible party.
9. Maintain Medicare Log for days of coverage and amounts billed to Medicare.
10. Any other function as requested by the Business Office Manager.
11. Be willing to assist any employee in the Business Office in times of need.

*Equipment and Supply Functions*

1. Assure that an adequate supply of accounting supplies and equipment are on hand to meet the day-to-day operational needs of the position.
2. Report needs to the Business Office Manager.

*Budget and Planning Functions*

Assist department directors in preparing department budgets in relation to projecting payables.

*Residents Rights*

1. Assure that the residents’ rights to fair and equitable treatment, self-determination, individuality, privacy, property and civil rights, including the right to wage complaints, are well established and maintained at all times.
2. Knock before entering a resident’s room.

*Working Conditions*

1. Works in office areas as well as throughout facility.
2. Moves intermittently during working hours.
3. Is subject to frequent interruptions.
4. Is involved with personnel, government agencies, etc., under all conditions/circumstances.
5. Is subject to hostile and emotionally upset personnel, visitors, etc.
6. Works beyond normal working hours, on weekends and holidays and on other shifts when necessary.
7. Is subject to call-back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.)
8. Attends and participates in continuing educational programs.
9. Is subject to injury from falls, burns from equipment, odors, etc., throughout the work day, as well as reactions from dust, disinfectants, tobacco smoke, and other air contaminants.
10. Communicates with the medical staff, nursing personnel, and other department supervisors.

*Specific Requirements*

1. Must be able to read, write, speak, and understand the English Language.
2. Must possess the ability to make independent decisions when circumstances warrant such action.
3. Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
4. Must possess the ability to work harmoniously with other personnel.
5. Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for providing sound accounting techniques.
6. Must be able to understand and carry out written and oral instructions.
7. Must have patience, tact, cheerful disposition and enthusiasm, as well as must be willing to handle residents, staff, and visitors, based on whatever maturity level they are currently functioning.
8. Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing practices.
9. Must have working knowledge of micro-computers, data entry, output, etc.
10. Must possess the ability to examine and verify invoices and reports.
11. Must be able to prepare reports in a systematic, neat, and legible manner.
12. Must not pose a direct threat to the health or safety of other individuals in the workplace.

*Other:*

1. You are expected to follow the policies set forth in the employee handbook.
2. Must be without conviction of any criminal offense that would prohibit employment in a nursing facility or exclusion from participation in any Federal health care programs.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth there in. I hereby accept the position of **Medicare Biller** and agree to perform the identified essential functions in a safe manner and in accordance with Magnolia Manor’s established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants (including tobacco smoke) and hazardous chemicals and that the company will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the **Hepatitis B Virus** and that the facility will make available to me, free of charge, the Hepatitis B Vaccination.

I understand that my employment with Magnolia Manor is at-will, and thereby understand that my employment may be terminated at-will either by the company or myself and that such termination can be made with or without notice.

Date Signature – Medicare Biller

Date Signature – Business Office Manager