



Adair County Ambulance District
 Kirksville, MO 63501
 660-665-0000
 www.academs.us

JOB DESCRIPTION

JOB TITLE:	Administrative Assistant		
DEPARTMENT:	Administration	EMPLOYMENT STATUS:	Full Time
REPORTS TO:	Director Billing Quality Assurance	FLSA STATUS:	Click here to enter text.
PAY GRADE:	Click here to enter text.	SHIFT/HOURS	1 shift, 8 hours/day, 5 days/week
REVISION	Click here to enter text.	EFFECTIVE DATE	Click here to enter text.

POSITION DESCRIPTION

The Administrative Assistant is responsible for assisting in all functional areas of the office including, billing, reimbursement, accounts receivable, compliance and privacy. The position works in collaboration with other administrative team members. Incumbent is subject to overtime and callback as required by the Adair County Ambulance District.

PRINCIPAL ACCOUNTABILITIES/RESPONSIBILITIES

- Possess excellent customer service skills in answering telephones and greeting customers.
- Perform Executive Administration functions.
- Has knowledge of patient privacy rights and maintains complete confidentiality of all medical, financial and all other sensitive information.
- Assist in maintaining appropriate files, documents and reports that are associated with ambulance billing.
- Possess basic knowledge of ambulance billing and assist with ambulance billing as necessary.

QUALIFICATIONS AND SKILLS

Formal Education

- | | |
|--|---|
| <input checked="" type="checkbox"/> High School Diploma or GED | <input type="checkbox"/> Associate's Degree |
| <input type="checkbox"/> Vocational School or some college courses | <input type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> Trade or Technical School | <input type="checkbox"/> Master's Degree |
- (Associates or Bachelor Degree in a related field preferred).

Work Experience

Two years of general business experience required; experience in ambulance billing preferred.

Certification and Licensure

OT

Knowledge

- Knowledge of current phone system.
- General understanding of accounting practices and principles.

Critical Skills

- Excellent Customer Service.
- Organizational skills.
- Time Management skills.
- Multi-task and work under time constraints.
- Excellent communication skills.
- Problem solving skills.
- Policy writing skills.
- Writing skills.
- Advanced computer skills.
- Be a hands on individual, self starter, disciplined and detail oriented with the ability to work independently.
- Planning skills.

SPECIAL REQUIREMENTS

- | | |
|---|--|
| <input type="checkbox"/> Critical Position | <input type="checkbox"/> Shift Work |
| <input type="checkbox"/> Valid MO Driver's License | <input checked="" type="checkbox"/> Overtime |
| <input type="checkbox"/> Public Driving Record | <input checked="" type="checkbox"/> On-Call |
| <input checked="" type="checkbox"/> Drug and Alcohol Test | <input type="checkbox"/> Travel |
| <input type="checkbox"/> Other (Describe) | <input type="checkbox"/> Travel Outside of Normal Business Hours |

EQUIPMENT, TOOLS, MACHINES AND VEHICLES USED

- | | |
|-----------------------------|-----------------------------|
| <input type="checkbox"/> OT | <input type="checkbox"/> OT |
| <input type="checkbox"/> OT | <input type="checkbox"/> OT |
| <input type="checkbox"/> OT | <input type="checkbox"/> OT |
| <input type="checkbox"/> OT | <input type="checkbox"/> OT |

PHYSICAL REQUIREMENTS

Work requires little physical effort. Lifting or performing other work requiring light physical exertion (up to 30 pounds) is intermittent (not a routine part of the job) and secondary to the

job. The job requires sitting for long periods of time with an occasional need to stoop, kneel or crouch.

WORK ENVIRONMENT

Work is performed under basically normal working conditions as in a standard office environment. Work involves intermittent to occasional exposure to unpleasant working conditions or undesirable elements.

DISCLAIMER AND ACKNOWLEDGEMENT

This job description does not constitute an employment agreement between the Adair County Ambulance District and the employee. The job description is subject to change by the District as the needs of the employer and requirements of the job change.

Signatures of Approval:

Director Billing Quality Assurance: _____ / ____/ _____

Director Human Resources: _____ / ____/ _____

Employee: _____ / ____/ _____

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