



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

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Director Billing and Quality Assurance		
<b>DEPARTMENT:</b>	Administration	<b>EMPLOYMENT STATUS:</b>	Full Time
<b>REPORTS TO:</b>	Executive Director	<b>FLSA STATUS:</b>	Exempt
<b>PAY GRADE:</b>	<a href="#">Click here to enter text.</a>	<b>SHIFT/HOURS</b>	1 shift, 8 hours/day, 5 days/week
<b>REVISION</b>	<a href="#">Click here to enter text.</a>	<b>EFFECTIVE DATE</b>	<a href="#">Click here to enter text.</a>

### POSITION DESCRIPTION

The Director of Billing and Quality Assurance is responsible for monitoring and managing all functional areas of the billing office, including, billing, reimbursement, accounts receivable, compliance and privacy. The position is also responsible for the overall design and management of the District's Quality Assurance program. The position works in collaboration with other administrative team members. Incumbent is subject to working additional hours, without additional compensation, as required by the Adair County Ambulance District.

### PRINCIPAL ACCOUNTABILITIES/RESPONSIBILITIES

- Possesses extensive knowledge of billing regulations for payors such as, Medicare, Medicaid, Commercial, HMO's, and PPO's.
- Monitor and manage all aspects of patient billing and accounts receivable.
- Has knowledge of patient privacy rights and maintains complete confidentiality of all medical, financial, and all other sensitive information.
- Supervise and manage personnel.
- Participates in the development and implementation of long range business plans.
- Maintains appropriate files, documents, and reports that are associated with ambulance billing and quality assurance.
- Responsible for development and management of the quality assurance program.
- Develop, maintain, and periodically update written policy and procedure for billing and quality assurance.

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## **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    |
| <input type="checkbox"/> <a href="#">Click here to enter text.</a> |   |

(Associates or Bachelors Degree in related field preferred)

### **Work Experience**

Two years of general business experience required, experience in ambulance billing required.

### **Certification and Licensure**

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### **Knowledge**

- General understanding of accounting practices and principles.
- Complete knowledge and understanding of company billing software.
- General knowledge of organizational strategic planning process.
- Advanced knowledge of Zoll and other applicable software.
- Familiarity with the tools, concepts and methodologies of quality management.

### **Critical Skills**

- Organizational skills.
- Time management skills.
- Planning skills.
- Multi-task and work under time constraints.
- Advanced computer skills including Microsoft Suite and ambulance billing software.
- Excellent communication skills.
- Policy writing skills.
- Performance management skills.
- Ability to conduct individual and group training sessions.
- Excellent analytical and problem solving skills.
- Excellent interpersonal skills.
- Effective writing skills.
- Report writing skills.
- Excellent analytical abilities to grasp key points from sometimes complicated details.

**SPECIAL REQUIREMENTS**

- Critical Position
- Valid MO Driver’s License
- Public Driving Record
- Drug and Alcohol Test
- Other (Describe)
- Shift Work
- Overtime
- On-Call
- Travel
- Travel Outside of Normal Business Hours

**EQUIPMENT, TOOLS, MACHINES AND VEHICLES USED**

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**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:**

Executive Director: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Director Human Resources: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Employee: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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