



LOTT

EMPLOYEE JOB DESCRIPTION

Medicaid Billing and Office Assistant

Reports To: Habilitation and Payroll Manager

FLSA Status: Non-Exempt

SUMMARY: The Medicaid Billing and Office Assistant is responsible for monitoring Lott's Medicaid billing and payroll accuracy. This position will also assist in other general office duties.

DUTIES AND RESPONSIBILITIES:

- Assists the Habilitation and Payroll Manager to Ensure that all Medicaid billing is accurate.
- Works closely with LCBDD to ensure PAWS utilization is correct and requests adjustments to budgets as needed. Updates PAWS spreadsheet to reflect remaining budget funding.
- Follows up with PAWS errors and unpaid claims.
- Monitors and updates PAWS changes and acuity score changes.
- Inspects staff documentation for errors in acuity and payroll. Verifies that the number of hours worked equals the hours paid each week.
- Works closely with Primary Solutions to correct any Medicaid billing errors.
- Prints out monthly attendance reports. Verifies acuity sheets against attendance sheet.
- Performs all other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience**– High school diploma or general education degree (GED) required. Medicaid and payroll experience a plus.
- **Language Skills** – Ability to read, analyze and interpret common financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to management and public groups. Ability to interact clearly and effectively, in both written and oral communication, with supervisor, clients, staff, vendors, etc. in accordance with DODD Agency Provider Rules.
- **Computer Skills** - To perform this job successfully, an individual should be proficient in personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc. This role requires above-average knowledge of Microsoft Office.
- **Other Qualifications** – Knowledge of Medicaid, DODD and OOD compliance and procedures.

COMPETENCIES:

- **Communication-** Communication refers to the ability to inform orally and in writing, with clarity and good effect. It means to understand clearly and quickly when instructions or orders are received. It means judgment about what information is important and what is not, and what should be communicated, how, to whom and when.
- **Interpersonal Skills-** Relates well to all kinds of people, up, down, and sideways, inside and outside the organization, builds appropriate rapport, builds constructive and effective relationships, uses diplomacy and tact, can diffuse even high-tension situations comfortably.
- **Teamwork-** Refers to the ability to bring about, cause or influence a joint action by a number of people to achieve a desired result. Understands others quickly and can find common ground. Practices attentive and active listening. Has patience to hear people out and can accurately restate the opinions of others even when he or she disagrees. Provides the information people need to know how to do their jobs and to feel good about being a member of the team.
- **Work Quality-** Work quality refers to the effort that consistently achieves desired outcomes with a minimum of avoidable errors and problems.

PHYSICAL DEMANDS:

While performing the duties of this job, the individual must be able to remain in a stationary position while operating their computer and performing office work. The individual needs to frequently move about inside the office and is occasionally required to move about out on the production floor. They constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, fax machine, and computer printer. They must be able to exchange accurate information with customers and others in the office while interacting. The individual must be able to review their work for errors. They must regularly lift and /or move up to 15 pounds, occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

While performing the duties of this job, the individual frequently works in a controlled climate. The noise level in the work environment is usually low to moderate. The work environment may involve exposure to individuals with medical and behavioral risks.

Employee Signature: _____

Employee Name: _____ **Date:** _____
(Printed)