

PROFESSIONAL JOB DESCRIPTION

JOB TITLE: Home Health Administrative Assistant

SUPERVISOR: Director of Nursing

POSITION SCOPE:

Perform a wide range of administrative and office support activities for the department and/or managers and supervisors to facilitate the efficient operation of the organization.

RESPONSIBILITIES:

- Verifying patient insurance coverage.
- Conduct eligibility and verification of benefits for all scheduled patients prior to appointments.
- Communicating with insurance companies and healthcare providers.
- Following up on requests for patient documentation.
- Obtain referrals as needed based upon eligibility and third party guidance provided in findings.
- Search for, set-up, and maintain third party website access to perform eligibility and verification functions.
- Coordinate monthly QA meetings.
- Create, submit and mail time sensitive reports such as OASIS and 485 materials.
- Order and stock medical supplies for skilled nurses and therapy sessions.
- Performs other duties as assigned.

QUALIFICATIONS:

- Associate's degree in management, healthcare, planning, social services or related field of study preferred. Bachelor's degree preferred.
- Experience in Home Health is preferred.
- Possess high skill level in management and planning.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent written and verbal communication skills
- Possess leadership and the capacity to inspire high quality work
- Knowledge of healthcare service delivery and billing models
- Strong change management skills
- Knowledge of information systems used in social service and healthcare environments
- Strong public speaking skills

PHYSICAL REQUIREMENTS:

Requires the ability to exert up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are those for Sedentary Work.

I acknowledge compliance with all Agency policies and procedures regarding all federal and state regulations and the conditions of participation under Medicare. I will also adhere to all elements of the compliance plan but most particularly to those that are most relevant as outlined in my job description.

I have received a copy of and have read this job description.

Employee Signature

Date

Supervisor Signature

Date

Note: This Job Description is not an all-inclusive list. Management may modify, add, remove, or assign other duties and essential functions, as it deems necessary.