

The University of Akron
Classification Specification

Job Title: Coord Medical Billing SLPA
Job Function: Staff
Job Family: Classified
SOC 2000 Finance / Accounting Division

Job Code: 42226
Grade: 119
FLSA: Non-Exempt
Date: 5/17

Job Summary:

Manage and oversee the operational and fiscal activities of the Audiology and Speech Center, specific to billing and payment of outstanding fees including Medicare/Medicaid

Essential Functions:

75% Manage the operational and fiscal activities of the Audiology & Speech Center to include: payments, deposits, medical billing and medical collections. Interact with CMS and insurance companies to obtain pre-authorizations, co-pay information,

25% Analyze and document business processes and problems. Develop solutions to enhance efficiency of the Audiology and Speech Center and department. Assist with Center operations, including payment of business expenses. Oversee and pursue the Center becoming a provider for insurance plans and manage applications for practitioner accreditations.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 5 years medical billing experience. Familiarity with Microsoft Office required. Strong communication and organizational skills required. Knowledge of medical billing practices for the Centers for Medicare and Medicaid Services (MS) and third party payers preferred. Knowledge of QuickBooks software preferred. Certificate of Medical Billing Specialist preferred.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.