BILLING ASSISTANT

Job Code: 189107

Grade: HB
OT Eligible: Yes
Comp Approval: 5/11/1994

JOB SUMMARY:
Performs clerical functions to support billing operations.

JOB ACCOUNTABILITIES:
*E/M/NA % TIME

- Collects and audits patient charge slips and reports. Obtains missing information. Delivers to billing office.
- Bursts and prepares billing statements and insurance claims for mailing. Sorts and processes incoming and outgoing mail.
- Adds and totals check payments.
- Assists in entering data into computer system, answering incoming calls and patient inquiries, as assigned.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: No
Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:
Minimum Education:
Less Than High School
Minimum Experience:
6 - 12 Months
Minimum Field of Expertise:
General Office or Medical Office experience
Preferred Education:
High School or equivalent
Preferred Field of Expertise:

General or Medical office experience; knowledge of Personal Computers and computerized billing systems such as IDX.

Skills: Administrative:

- Answer telephones
- Balance figures
- Communicate with others to gather information
- Compute totals
- Gather data
- Input data
- Verify calculations

Skills: Machine:

- Calculator
- Computer Network (Department or School)
- Computer Peripheral Equipment
- Personal Computer
- Photocopier

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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