

The Breathing Association

Position Title: Office Manager of The Lung Health Clinic

Reports to: Assistant Director of Lung Health Clinic

Department: Lung Health Clinic and Lung Health Services

General Description: The Office Manager/Billing Clerk is responsible for coordinating patient schedules, maintaining accurate patient demographic information, completing coding, billing, and collection of patient accounts. She or he will be responsible for managing general office functions and daily flow for a specialty lung health clinic and lung health services. This person should possess excellent communication skills, have knowledge of billing and claims processing using an electronic medical records system and convey a positive image of The Breathing Association.

Duties and Responsibilities:

Front desk receptionist responsibilities: Disseminate client information maintain accurate patient demographics, medical records, and patient files. Send and obtain medical records, hospital notes, referral information from outside sources. Complete forms and requisitions as needed, verify insurance coverage, and complete, process and manage applications to prescription assistance programs. In addition, he or she will answer, log, and manage client phone calls, schedule appointments, and assist the nurse manager with case management.

Billing Clerk responsibilities: Will be responsible to code, bill, process claims answer questions regarding billing or collections from clients or insurance companies for the Lung Health Clinic using an electronic medical records system.

Assist clients to complete any required forms as needed.

Other duties as assigned by the Director and Assistant Director of The Lung Health Clinic.

Attend trainings, workshops, as assigned by Assistant Director of The Lung Health clinic

Qualifications

Associates Degree or equivalent experience

Prior experience in medical office preferred

Minimum 1 year experience in customer service

Excellent oral and written communication skills

Ability to relate and have empathy for diverse populations

Must have good organizational skills

Computer literacy; skilled in accurate data entry and familiar with electronic medical records system

Ability to multi-task

TO APPLY:

Send cover letter and resume to Teresa Allton, Director of The Lung Health Clinic at the Breathing Association, **Tallton@breathingassociation.org**.