

SENIOR SERVICES OF CENTRAL ILLINOIS, INC.

JOB DESCRIPTION

DEPARTMENT: CARE COORDINATION UNIT

POSITION: COMPREHENSIVE CARE BILLING ASSISTANT

Each employee will do all within his/her power to further the goals and objectives of Senior Services of Central Illinois, Inc. and will comply with policies and guidelines established by the Board of Directors and any/all funding agencies. The Comprehensive Care Billing Assistant will cooperate to the fullest extent with all other projects of Senior Services of Central Illinois, Inc. in order to provide services that prevent unnecessary or premature institutionalization of older persons and to foster their independence, dignity and an improved quality of life.

Duties:

1. Complete CMIS data entry/billing for Comprehensive Care Coordination and Choices for Care Prescreens/ORS in a timely manner.
2. Monitor, review and distribute all incoming referrals and requests for changes for all Sangamon County participants to ensure required timeframes and guidelines are met.
3. Answer phone and direct calls.
4. Routine clerical duties such as filing, monitor and order form and pamphlet supply.
5. Assist Case Managers with file organization and other related duties.
6. Attend and participate in SSCI agency and department staff meetings.
7. Perform other duties as assigned.

Skills:

Office management skills, experience in operation of office machines and excellent computer skills. Must be able to follow instructions and work independently. Must be flexible, adaptive and have good organizational skills. Also important are empathy, patience, compassion and skill in developing a good rapport with the older population and with other agency staff.

Supervision:

This position reports directly to the CCU Supervisor and Director
This is a full time, non-exempt position.

Qualifications and experience:

A High School Diploma or equivalent, office management skills, experience in operation of office machines and excellent computer skills. Must be able to follow instructions and work independently. Must be flexible, adaptive and have good organizational skills. Also important are empathy, patience, compassion and skill in developing a good rapport with the older population and with other agency staff.