

## **SENIOR SERVICES OF CENTRAL ILLINOIS, INC.**

### **JOB DESCRIPTION**

**DEPARTMENT: CARE COORDINATION UNIT**

**POSITION: COMPREHENSIVE CARE SPECIALIZED BILLER**

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 for billing rejects for CCU and Providers
2. Complete CMIS data entry for Managed Care Organization Clients
3. Complete CCU data entry for Aging IS monthly reporting.
4. Assist CCU Supervisor with CCU Training Tracking
5. Answer phone and direct calls as needed.
6. Attend and participate in SSCI agency and department staff meetings.
7. Perform other duties as assigned.

#### **Physical Demands/Work Environment:**

- Work is primarily performed in a standard office environment with frequent use of a computer and other office equipment.
- Prolonged periods of sitting are required, with occasional walking, standing, bending, or reaching.
- Must be able to lift and carry files, reports, or office supplies weighing up to 25 pounds.
- Manual dexterity is required for frequent use of a keyboard, calculator, and other standard office tools.
- Visual acuity is necessary for reading printed materials and computer screens.
- The position requires the ability to communicate effectively in person, by phone, and via electronic means.

#### **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.

#### **Supervision:**

This position reports directly to the CCU Supervisor and Director

This is a full time, 37.5 hours per week, Monday through Friday, non-exempt position.