

REPORTS TO: Manager or Billing Manager

SUPERVISES: No supervision requirements

EXPECTATION OF WORK HOURS: Full time and shared on call

DUTIES/RESPONSIBILITIES:

- Comply with all Sandcreek Medical policies and procedures.
- Understand basic billing of private and governmental entities.
- Develop and maintain a working knowledge of current basic DME/Respiratory products and services.
- Assist in day-to-day customer service.
- Maintain patient files.
- Assist in cleaning, processing and maintaining equipment and facilities.
- Assist in purchasing and receiving both rental and sale merchandise and equipment.
- Participate in shared on call coverage.

MINIMUM QUALIFICATIONS:

- High school diploma preferred.
- Ability to file, maintain records, take messages, and communicate with public.
- Basic computer skills, knowledge of email, Excel and Word are preferred.
- Ability to learn and recall major insurance guidelines.
- Understand and be able to deliver and troubleshoot basic DME/Respiratory to be on call.
- Ability to drive and navigate in rural and hazardous conditions at all times of the day.

REQUIRED KNOWLEDGE:

- Knowledge of computers and telephones
- Knowledge of medical equipment and billing preferred.

REQUIRED LICENSE/CERTIFICATION:

- Valid Idaho state driver's license.

COMPETENCY REQUIREMENTS:

- General DME and Respiratory Competency

PHYSICAL DEMANDS:

- Sitting, Standing and Walking, at both desk and in the office
- Operation of office machinery and computers.
- Lifting, delivering and moving equipment up to 50 pounds.
- Visual abilities to include reading, distant vision and peripheral vision.
- Driving and delivering equipment.

**I HAVE RECEIVED THIS JOB DESCRIPTION. I BELIEVE I AM FULLY CAPABLE
OF PERFORMING ALL ITEMS AND TASKS LISTED AND MEET ALL THE
NECESSARY QUALIFICATIONS.**

NAME: _____

SIGNATURE: _____ **DATE:** _____

MANAGER: _____