



Bob Riley
GOVERNOR

STATE OF ALABAMA
**DEPARTMENT OF MENTAL HEALTH
AND MENTAL RETARDATION**
MARY STARKE HARPER GERIATRIC PSYCHIATRY CENTER
P O BOX 21231
TUSCALOOSA, ALABAMA 35402
PHONE (205) 759-0900
FAX (205) 759-0931



JOHN HOUSTON
COMMISSIONER

BEVERLY BELL-SHAMBLEY, PH.D.
DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION
AN EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Accounting Assistant II

NUMBER: #909

JOB CODE: K2000 **SALARY RANGE:** 66 \$26,630 - \$40,454

POS. 8802092

JOB LOCATION: Harper Center

DATE: 06/15/06

QUALIFICATIONS: Graduation from a standard senior high school, plus responsible clerical accounting experience. Patient account billing and related computer skill/experience is preferred. One year of experience in clerical or office work, which includes bookkeeping responsibility, is preferred.

KIND OF WORK: File Part B Medicare, Medicaid, Blue Cross and other third party insurance claims using provided billing software so that geriatric patients insurance coverage can be maximized with no loss in insurance coverage for the patients. Post payments received by check using billing software, which will provide accurate Part B billing balances for Harper patients. Verify all Super Bill documents for geriatric patients received into the Business Office for accurate billing information and coding so that information provided to customer is accurate at all times. Interview geriatric patients' families as needed for accurate Medicaid application information. Provide monthly and/or requested billing reports to Information Systems Coordinator or Center Director so that adequate accounting reports are provided. Work with physicians and social workers to obtain accurate and timely billing information so that bills are sent in a timely manner. File and remove completed Super Bills in patients' medical record on a monthly basis so that accurate billing information may be captured on each of the super bills. Maintain CPT codes using CPT05 Professional Coding Manual. Work rejected or denied claims so that accurate billing may be attained. File appropriate insurance documents with verification of Medicare fee schedule. Maintain physician's required billing information in billing software. Perform other related duties necessary to maintain the efficient and effective operation of the Harper Center.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of accounting practices. Demonstrated ability to communicate effectively both orally and in writing. Ability to be courteous and professional at all times with employees and the general public. Ability to maintain strict confidentiality of all matters relating to Purchasing/Business Services.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification.

HOW TO APPLY: USE AN OFFICIAL APPLICATION FOR PROFESSIONAL EMPLOYMENT (EXEMPT CLASSIFICATION) WHICH MAY BE OBTAINED FROM THIS OFFICE. THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, BRYCE HOSPITAL, 200 UNIVERSITY BLVD., TUSCALOOSA, ALABAMA, 35401 BY _____ IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT (S) FORWARDED**