

SYCAMORE SERVICES, INC.
POSITION DESCRIPTION

TITLE: Billing Analyst

DEPARTMENT: Accounting

JOB ANALYSIS CONDUCTED: November 2002 REVISED: June 2014

Note: Statements included in this description are the essential functions of this position. Other non-essential functions may be assigned.

Relationship

Reports to: CFO

Supervises: None

Internal contacts: Accounting and Administrative Staff, Department Directors and staff

External contacts: HP (Medicaid Waiver claims), Covansys (First Steps claims), and Accel

Work environment: 100% Office

Scheduled work hours:

Job Summary

Responsible for data entry processing of Medicaid Waiver, and CRO (First Steps) billings. Will reconcile CRO and MW revenue to invoices, including re-submissions and suspense file control. This will involve verifying billing rates to authorized documents for proper source codes and unit rates.

Job Qualifications

- A. High School diploma or GED required.
- B. Proficient use of Word documents, Excel spreadsheets and data processing.
- C. Keypad by touch.
- D. Time management skills for meeting deadlines.
- E. Organizational skills.
- G. Ability to be flexible, detail-oriented, responsible and a team player.
- H. Legible handwriting for producing manual documentation.

- I. Excellent customer service and verbal/written communication skills.

Essential Functions

1. Data Entry
 1. Maintain accurate and timely data entry of billing documentation for HP and Covansys.
 2. Compare FS billing report to face to face sheets to insure accuracy of billing, electronically upload files, manual bill for face to face sheets not on billing report. Check paid report for denials, research, and resubmit when possible.
 3. Research and preparation of correcting entries and re-submission of invoices.

2. Administrative Duties
 1. Support Accounting/Administrative Team in completion of department responsibilities.
 2. In a timely manner post cash for bank deposits, VR Warrants, and all other income as applicable.

3. Sycamore Services Team
 1. Promote and uphold the agency's mission statement.
 2. Promote a sense of team through mutual respect and assisting co-workers as needed.
 3. Work with a variety of individuals in different settings.
 4. Perform other duties as assigned.

Approved: _____

Date: _____