



**Job Title: Administrative Assistant**

**Overview:** Responsible for administrative duties as related to Mitchell's Place – South Side and billing duties for the organization.

**Reports to:** Billing Director

**FLSA:** Non-Exempt

**Duties:**

1. Front Office
  - Answer multi-line calls first
  - Order Office Supplies and keeps area neat for easy accessibility.
  - Responsible for scanning all current/old records to the electronic health records system. Upload any paper scans to EHR.
    - Supervise/guide anyone who is assisting with this process
  - Respond to online inquiries and messages from answering service
  - Handle Opening Procedure / Closing Procedure based on schedule
2. Patient Related information
  - Enter schedules into scheduling software for all Mitchell's Place – South Side providers
  - Copy patient records as requested
  - Add new patients/clients to EHR.
  - Fulfill all Disability Inquiries
3. Mitchell's Place – South Side
  - Make copies of employee paperwork and mail to correct DHR agency (CA/N forms, etc.)
  - Handle Staff Information Forms
  - Handle putting in new employees/patients, taking out old employees and patients in various systems
  - Make sure all Financial Policies are uploaded to EHR
  - Scan older ELP documents into EHR
  - Manage Schoolcast
    - Putting new employees in, taking out old employees
    - Adding new patients and Parent information
  - Handle any facility needs (pest control, air conditioning, etc.)



## MITCHELL'S PLACE

UNLOCKING POTENTIAL

- Maintain File room, such that no files are left out overnight.
- Respond to website emails or send them to appropriate person.
- Handle all COVID related items
  - Disinfectant
  - Filling bottles
  - Make alcohol wipes
- Tour specific groups

#### 4. Billing Department

- Assist billing director with follow-up on denied claims
- Assist billing director with review / resolution of rejected claims

#### **Minimum qualification and requirements**

- Proficient in Microsoft Office (Excel, Word)
- Ability to work collaboratively
- Positive Attitude
- Multi-task
- Willingness to learn
- Prefer bilingual ability, but not necessary