

Godly Hearts Home Healthcare Agency LLC

Position: Office Manager

Reports to: Administrator

Revised: 09/21/2016

Job Summary: Provides clerical support including typing correspondence, reports, and documents; maintaining filing systems; and coordinating daily interoffice activities.

Qualifications/Educational Requirements:

1. High School Education, college preferred
2. Business office management and supervisory experience preferred.
3. Health care experience preferred.
4. Excellent written and verbal communication skills. Speak, read, write and comprehend English.
5. Ability to handle multiple tasks simultaneously and meet deadlines.
6. Excellent organizational and time management skills.
7. Self-starter

Responsibilities/essential functions: The person in this position must be able to perform the following essential job functions with or without reasonable accommodations.

1. Plan, direct and control the billing and office support functions.*
2. Direct administrative services and operations for the agency including: billing, purchasing, communications systems, space utilization, clerical support and mail services.*
3. Coordinate systems and procedures with medical records, data entry, claims review and personnel functions to ensure efficiency and accuracy in operations.*
4. Assists with hiring process for direct care staff.
5. Promote compliance with all fiscal intermediary and/or third party payers through education and coaching.
6. Monitor systems, identify problem areas and develop and implement action plans.
7. Control, monitor and order office and medical supplies.*
8. Prepare/conduct inventory control reports.*
9. Demonstrate a desire to set and meet objectives and to find increasingly efficient ways to perform tasks.
10. Performs job in compliance with agency policies and procedures as well as community and professional standards.*
11. Communicates necessary information to Supervisor and management team to ensure coordination of services and activities.

By my signature, I acknowledge that I have read and understand this job description and its requirement and that I am expected to complete all duties as assigned. I understand the job functions may be altered from time to time.

Employee Print: _____ Date: _____

Employee Signature: _____ Date: _____

Administrator Signature: _____ Date: _____