



Job Title: Billing Administrative Assistant
FLSA Status: Non-Exempt
Wage: \$15 - \$17/Hour
Department: Billing Division
Reports To: Director of Billing Services
Direct Reports: None
Approved By: Primary Solutions & Insperty's Human Resources Departments
Approval Date: 12/18/2017

Summary: Provide professional first point of contact for the Primary Solutions Billing Division customers and employees. Independently manage all incoming billing related documentation, invoice billing customers for services performed, manage document imaging project. Serve as temporary point of contact for building and company property and coordinator of supplies. Act as Office Manager and coordinate all company internal and external events by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Billing Duties:

1. Filter incoming billing related documentation to the appropriate person.
2. Maintain coversheets and track documentation received.
3. Process billing as directed by the Billing Process Supervisors on an as needed basis.
4. Complete any reminder phone calls needed to billing clients.
5. Serve as a resource to providers verifying billing was received or checking utilization.
6. Funnel client questions to the appropriate employee
7. Organize team assigned to scan billing related documentation once claims have been processed.
8. Invoice clients for services received.

Facilities (temporary task):

9. Coordinate with the Office and Building Manager regarding facilities maintenance and repairs for the building, office equipment, safety systems, grounds, electric, plumbing, and environmental systems. Including but not limited to; HVAC, landscaping, parking lot, emergency systems, physical building, appliances and equipment, company mail, office supply orders and inventory, and postage meter maintenance.
10. Coordinate with the Office and Building Manager to arrange system updates and maintenance for alarm, shredding, and postage meter.

Administrative:

11. Coordinate and set up trainings, meetings and conferences for employees on and off site - including but not limited to; booking travel and lodging, registration coordination for employees and visitors, dispense certifications when applicable, provide refreshments, and furnish give aways as needed.
12. Coordinate hosting responsibilities during onsite meetings; set up supplies, refreshments, materials, and meeting rooms.
13. Act as receptionist and greeter for all visitors.
14. Act as building opener and closer.

Other Responsibilities:

1. Uphold the Mission, Vision, and Values of Primary Solutions
2. Contribute to positive company culture



3. Other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

Microsoft Office Suite, Email, ConnectWise, QuickBooks

Certificates and Licenses:

No certifications needed

Supervisory Responsibilities:

No supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently required to sit, use hands to finger, handle or feel, and talk or hear. The employee is regularly required to reach with hands and arms, and



walk. The employee is occasionally required to stand, climb or balance, stoop, kneel, and crouch or crawl. The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include Close vision, Color vision, Depth perception, and Ability to adjust focus.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.