



## JOB DESCRIPTION BUSINESS OFFICE ASSISTANT

**Overview:**

This position provides general supervision in business office and reception areas. Organize, develop and maintain business office systems in accordance with Elmbrook Management Company's policy and procedures. High school education and one to two years' business school or college, including bookkeeping or accounting courses is highly desired. This position must have computer experience and previous experience in business office functions. Ability to conduct oneself in a business-like and responsible manner and to effectively deal with patients, public and co-workers is required.

**Physical Requirements:**

This position demands good physical and mental health. The Business Office Assistant will be required to lift, carry, push, pull and be willing to work a flexible work schedule. The Business Office Assistant must be able to sit, stand, bend, walk and carry things associated with the position. Must be able to lift and/or carry up to 50 pounds.

**Duties:**

- Meet the job standards set by the administrator and corporate office, completing all assigned duties which may change from time to time according to resident needs, staffing levels and working conditions.
- Assures that all jobs performed by the business office are done correctly and on schedule, such as patient billings, petty cash, patient funds, cash receipts, census records, etc.
- Prepare and retain records, files, and reports in accordance with facility, federal and state standards.
- Maintains records for Medicaid, private pay and Medicare residents.
- Responsible for patient census every day.
- Process collections for accounts receivables.
- Responsible for facility deposits.
- Coordinate the phone answering.
- Manage systems assigned to this position.
- All other duties assigned by the administrator or corporate office.

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Employee Signature