

Quality & Billing Administrative Assistant – Hybrid

Position Summary: The Quality and Billing Administrative Assistant will support the Quality and Billing department with daily activities and short/long term projects

Essential Job Functions:

- Draft and distribute HRC (Human Rights Committee) monthly agenda
- HRC meeting minutes & distribution
- Follow up with team members regarding HRC recommendations/revisions
- Annual HRC calendar
- Distribution of approved plans
- Send out reminders – 1 one month, two months & 2-week BSP (Behavior Support Plan) reminder
- Data Entry – Incident Reports & Certifications
- Assist with claim compliance and frequent internal audits utilizing developed tools and report findings to department supervisors.
- Assist in claim department entering PDMS and other services service records
- Work as an alternate claim submission staff in New Hampshire Leads and/or other billing software.
- Research, track, and communicate eligibility lapsed individuals to Medicaid Down Meeting team.
- Communicate with BDS for Specialty Eligibility-HCBC update from denied claims.
- Assist ESS department with insurance eligibility for Early Intervention benefits for new individuals coming into services.

Qualifications, Education and Experience:

- Requires utmost trust for maintaining confidentiality
- High school diploma or equivalent