



KAY IVEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**BRYCE HOSPITAL**  
1651 RUBY TYLER PARKWAY  
TUSCALOOSA, ALABAMA 35404  
205-507-8000  
WWW.MH.ALABAMA.GOV



LYNN T. BESHEAR  
COMMISSIONER

SHELIA T. PENN  
FACILITY DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION  
AN EQUAL OPPORTUNITY EMPLOYER**

**JOB TITLE:** Accounting Assistant II

**NUMBER:** 18-12

**JOB CODE:** K2000

**DATE:** July 6, 2018

**JOB LOCATION:** Bryce Hospital  
Tuscaloosa, AL

**POS. #:** 8802120

**SALARY RANGE:** 67 (\$30,724.80 to \$46,615.20)

**MINIMUM QUALIFICATIONS:** Graduation from a standard senior high school, plus responsible clerical accounting experience (24 months or more). *Preference will be given to applicants having experience in patient account billing and related computer skills.*

**KIND OF WORK:** Files Medicare, Blue Cross and 3<sup>rd</sup> party insurance claims. Posts payments received while working special claims. Verifies all Super Bill documents for patients received into Business Office. Provides monthly revenue reports to supervisor and center director. Bills family/guarantor for services not covered by insurance. Obtains accurate and timely billing information from physicians and social workers. Maintains physician and hospital revalidation certification using Medicare 855 form/and all other necessary documents to perform job. Maintains CPT and ICD 10 codes using professional coding manual. Completes and maintains physicians PQRS information into database yearly.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of accounting principles and practices. Knowledge of billing practices and procedures. Knowledge of computer programs, various software and general office equipment. Demonstrated ability to communicate effectively both orally and in writing. Ability to be courteous and professional at all times with patients, employees and the general public. Ability to maintain strict confidentiality.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their training, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. **Drug test required. Security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.**

**HOW TO APPLY:** USE AN OFFICIAL APPLICATION FOR PROFESSIONAL EMPLOYMENT (EXEMPT CLASSIFICATION) WHICH MAY BE OBTAINED FROM THIS OFFICE OR THE OFFICIAL WEB SITE [www.mh.alabama.gov](http://www.mh.alabama.gov). THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, BRYCE HOSPITAL, 1651 RUBY TYLER PARKWAY, TUSCALOOSA, ALABAMA, 35404 BY **Until Filled** IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT(S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS. JOINT COMMISSION ACCREDITED/EQUAL OPPORTUNITY EMPLOYER.**

*“Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application.”*

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