



KAY IVEY
GOVERNOR

STATE OF ALABAMA

DEPARTMENT OF MENTAL HEALTH

BRYCE HOSPITAL
1651 RUBY TYLER PARKWAY
TUSCALOOSA, ALABAMA 35404
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LYNN T. BESHEAR
COMMISSIONER
AUDREY L. MCSHAN
FACILITY DIRECTOR

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

JOB TITLE: Accounting Assistant II

NUMBER: 19-05

JOB CODE: K2000

DATE: January 4, 2019

JOB LOCATION: Bryce Hospital
Tuscaloosa, Alabama

POS. #: 8802120

SALARY RANGE: 67 (\$31,646.40 - \$48,014.40)

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

KIND OF WORK: Files Medicare, Blue Cross and 3rd 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.

Serve • Empower • Support

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their job-related training, abilities, 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 screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

HOW TO APPLY: Use an Application for Professional Employment (Exempt Classification) which may be obtained from the website at www.mh.alabama.gov or Bryce Hospital, Human Resources Department. *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.* Applications should be returned to Bryce Hospital, Human Resources Department, 1651 Ruby Tyler Parkway, Tuscaloosa, Alabama 35404 by: **UNTIL FILLED** in order to be considered for this position. **An official copy of academic transcripts is required and must be forwarded by the college or university to the Human Resources office at the above address.**

Click Here to Apply:

http://www.mh.alabama.gov/Downloads/ADHR/ADHR_ApplicationForEmploymentExemptClassification.pdf