

Job Posting: Notice of Vacancy

La Salle County Nursing Home
is hiring the following job classification.

Classification: Benefit Liaison
Part-time/Temporary

Location: La Salle County
Department: La Salle County Nursing Home
1380 N 27Th Road Ottawa IL 61350

Work Week:
Monday – Friday / Days

See Job Description for Duties, Minimum Qualifications and Physical Demands Interested persons should apply in person; applications are also available at the Business Office.

La Salle County Nursing Home
Attn: Carrie Becker, RN / Administrator
1380 N 27th Road Ottawa IL 61350
P: 815.433.0476 F: 815.434.7141
email:Cbecker@lasallemounty.org

LaSalle County

Job Description



Job title: Benefit Liaison

Work Location: LaSalle County Nursing Home

Division/Department: Administration

Reports to: Administrator

Employment Classifications:

Full-time Part-time /Temporary

Exempt Nonexempt

Salaried Hourly

Bargaining Unit

Salary Grade: \$25.00 per hour

Essential Duties and Responsibilities:

The primary purpose of your position is to process and submit medical insurance claims, consistently follow up on unpaid claims utilizing monthly aging reports and filing appeals when necessary to enhance maximum reimbursement.

- Verify all patient demographic, guarantor and insurance information.
- Ensure pre-admission and post-admission Medicaid and Medicare benefits in place or initiated until complete.
- Make necessary arrangements for medical records requests, completion of additional information requests, etc. as mandated by insurance companies.
- Respond to inquiries from insurance companies, residents/ patients and providers.
- Meet with administrator on a consistent basis to discuss and resolve reimbursement issues.
- Read and interpret insurance explanation of benefits.
- Verify medical benefits eligibility with insurance companies prior to individuals becoming residents in the facility.
- Obtain and continue to obtain approvals from out of network insurance companies.
- Convert out sourced vendor bills to billable units.
- Attend Medicare, staff meetings, and continuing educational sessions as requested.
- Coordinate with therapy department regarding new residents, billing changes, and minutes.
- Work closely with MDS Coordinator to assure that proper billing procedures are done.
- Establish a working relationship with Financial Officer and coordinate efforts on accounts shared.
- Work with the admission team on new resident financial information to assure that all proper paperwork is in place, including the verification of insurance benefits.
- Adhere to completing tasks on a timely basis and meeting deadlines.
- Adhere to company standards of compliance with policies and procedures.
- Perform additional duties as requested by administrator and/or management team.
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual

Education and/or Work Experience Requirements:

- Computer experience is essential, including practice management software, word processing and spreadsheet applications.
- Experience in filing claim appeals with insurance companies to enhance maximum entitled reimbursement.
- Confidential use of Resident's / Patient's PHI (Personal Health Information).
- Strong written and verbal communication skills.
- Accomplished customer service skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the

Date Revised: April 26th, 2022 Approvals: C. Becker Administrator

essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires sitting (5-8 hrs.), standing/walking (2 hrs.). This position experiences occasional bending, twisting, squatting, climbing and reaching movements. Defined Sedentary Work – exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push/pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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.

Most activities are performed indoors in an office setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

ACKNOWLEDGEMENT

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

Print Employee Name:

Employee signature:

Date:

Supervisor signature:

Date: