



Job Title: Administrative Support Specialist
Reports To: Practice Manager/Physicians
FLSA Status: Hourly/Non-Exempt
Date: 01/13/2020

BASIC PURPOSE OF THIS JOB

The Administrative Support Specialist is responsible for providing a wide range of office support to Western Slope Orthopaedics including purchasing, billing, data entry, reporting, and filing to ensure organizational effectiveness, efficiency, and safety. The candidate must have experience in handling a wide range of administrative related tasks while maintaining general knowledge in all areas of the practice operations with the ability to work independently. They should enjoy the administrative task of supporting an Orthopaedic office, streamlining policies and procedures for the entire office; be organized, flexible, courteous, and energetic.

AREAS OF RESPONSIBILITIES

Administrative

- Assists in implementing guidelines, policies, and procedures in conjunction with providers.
 - Develops, reviews, and updates office protocols and procedures.
 - E-mails policies and procedures to staff and saves new policies in shared file on computer.
- Relays pertinent information/issues to providers.
- Works closely with the Practice Manager and Clinical Manager.
- Assists the Practice Manager, Providers, and Clinical Manager with administrative tasks.

Human Resources

- Maintains general knowledge of Western Slope Orthopaedics Benefit Package.
- Coordinates with I.T. company for daily problem solving for software and computer issues.
- Coordinates safety training and rules/cost containment certification.
 - Reviews training rules and costs annually.
 - Works with Clinical Manager to maintain safety training and policies.
- Implements new policies and changes to protocols/workflows.
- Monthly Doctors' meeting
 - Assists in compiling agenda for monthly doctors' meeting and arranges meals and other meeting logistics, including conducting necessary research.
- Monthly Staff Meetings
 - Creates agenda for monthly staff meeting.
 - Assists with set up.
 - Type meeting minutes and distribute to staff.

- Review and train if necessary, on new policies and workflows.
- Coordinates with ExScribe Support and work closely with I.T. and Trainers to resolve glitches.

HIPAA

- Keeps current all HIPAA Security, Cyber Security, and Security Risk Analyses.
 - Staff Training and awareness of red flag warnings of security lapses.
 - Quarterly and Annual PCI questionnaire with the help of I.T.

Financial

- Accounts Payable – Performs data entry for all. Enters all bills and posts to General Ledger.
 - Ensure accuracy and legitimacy of all payments.
 - Charge to correct general ledger accounts.
 - Balance monthly statements.
 - Interact with vendors regarding statements, invoices and pricing.
 - File Documents.
- Post daily receipts to provider income
 - Records detailed deposit entries to enable match to bank deposits for reconciliations.
 - Reconciles QuickBooks cash flow to Practice Management payment postings.
 - Performs monthly bank reconciliations.
- Prepare bi-weekly payroll
 - Assists the Practice Manager in preparation and pre-processing for bi-weekly payroll.

MIPS

- Works with Practice Manager and Clinical Manager to track all MIPS measures for each provider and entire practice to meet requirements for compliance.
 - Continually attends webinars and training sessions on MIPS.
 - Assists with attestation annually for all providers under MIPS.
 - Measures with shortfalls addressed, and discussed, with the Clinic Manager to retrain or institute new workflow for MAs.
 - Be a part of the Specialty Foundations Program QA/QI team.

Duties are subject to change at the discretion of the practice.

Please email your cover letter and resume to gzarkis@wsorthodocs.com.

Western Slope Orthopaedics is located in Montrose, Colorado. We offer a generous compensation package, friendly staff, fun work environment, and opportunity for growth.