

*Reports to:* President and Secretary / Treasurer

*Responsibilities:*

1. The Office Manager shall be responsible to the President and Secretary / Treasurer for the operations of the billing department of Cooperstown Medical Transport.

*Principal duties: (include, but are not limited to)*

1. The planning, coordinating and development of all billing and collection activities.
2. Responsible for Company compliance with Federal, State and Local laws and regulations governing reimbursement for EMS services.
3. Responsible for timely and accurate billing and collection activities.
4. Responsible for maintaining sufficient staff to conduct effective operations at all times.
5. Acts as interagency liaison to insurance providers and facilities requesting billing information.
6. Assists with the training of dispatchers.
7. Assists with the oversight, risk management and QA/QI of the billing department and the dispatch department.
8. Assists with financial management.
9. Other duties as assigned.

The duties stated above are not meant to be restrictive or all encompassing. The Office Manager needs to be flexible and able to make difficult decisions. The Office Manager has a vital role as a member of the Company and administrative team. He/she must constantly strive to improve our service and make changes and improvements in Company policy and procedures.

*Qualifications:*

1. Supervisory experience.
2. Minimum two years post secondary education, preferred
3. Knowledge of State and Local laws and regulations governing EMS
4. Knowledge of Federal, State and Local laws and regulations governing reimbursement for EMS services.
5. Excellent verbal / written communication skills.
6. Excellent computer skills.
7. Previous health care experience, preferred

*Effective:*

December 18, 2002