



Albury Wodonga Aboriginal Health Service Ltd

POSITION DESCRIPTION

Position Title :	Medicare Officer- administration and compliance
Reports To:	Office Manager
Employment:	As per employment contract
Award :	Aboriginal Controlled Community Health Sector Award
Salary:	As per employment contract

Position Approval

Updated: 15/04/2021

Last updated: New role

Approved: David Noonan

Date: 19/04/2021

ORGANISATION

Albury Wodonga Aboriginal Health Service Inc. (AWAHS) is an Aboriginal Community Controlled Health Organisation. AWAHS provides first class Primary Health Care Services to the Aboriginal community who reside in Albury / Wodonga and surrounding areas. As a Bulk Billing Health Service there is no charge to our clients for the medical services provided.

VISION STATEMENT

We support the Aboriginal community towards a better tomorrow. Our focus is to work alongside you to create generational health change.

POSITION PURPOSE

The purpose of this role is to undertake, maintain and manage all Medicare claims, ensure compliance to Medicare processes, requirements and legislated guidelines, maintain accreditation, provide Medicare claiming information and support to relevant staff.

RELATIONSHIPS

Supervision

The position reports directly to the Office Manager.

Internal

The Medicare officer will work collaboratively with all other team members of AWAHS.

External

The Medicare Officer will engage with Medicare, other Aboriginal Organisations, Government bodies and key stakeholders

DUTIES OF THE POSITION

Medicare Officer

- Implement, maintain and manage all Medicare claims (Medicare card issues, rejected claims, partially paid claims and medical item number training)
- Manage Medicare Billing Schedules to ensure correct allocations
- Ensure compliance with the Services Australia (Medicare) is maintained by following the guidelines imposed by Medicare.
- Promote Medicare billing in the service consistent with laws governing Medicare and in a manner that optimises Medicare billing arrangements and returns.
- Serves as the primary Medicare compliance contact and the person responsible for overall compliance with federal, state and local laws, rules and regulations affecting Medicare services and programs.
- Coordinate and communicate to staff where appropriate, all Medicare compliance activities and programs, as well as planning, implementation, and monitoring of these programs.
- Develop and maintain a comprehensive Medicare Compliance Program including responding to all related questions or concerns
- Responsible for maintaining and uploading of Medicare applications, material development and submissions, including code management, and tracks dates and deliverables to ensure that deadlines are met.
- Perform internal Medicare audits on clinical processes as required
- Monitors Aboriginal Health Workers' and GPs' daily Medicare billings and provide a report to the Manager on a weekly basis on all Medicare claims.
- Manage Medicare rejections and ensure that deficiencies are identified and corrected.
- Additional duties as directed by the relevant manager.

Reception and administration

- Contribute to the smooth operation of the reception area to ensure prompt and courteous patient, client and visitor service.
- Contribute to the ongoing development and performance of the reception/ administration services including fostering innovative work practices.
- Ensure general administration is undertaken in a professional and timely manner
- Ensure registration of new clients accurately within the system

Administrative

- Maintain accurate client and program records, and statistics as required.
- Submission of reports and documents within required timeframes or as requested.
- Participate in research activities including the compilation of daily and monthly statistics on the services provided as required.
- Participate in the ongoing development and implementation of policies as required.

Professional

- Maintain confidentiality.
- Accept personal responsibility and be accountable for professional practice.
- Participate in performance appraisal and supervision processes.
- Maintain professional skills and knowledge via appropriate staff development activities.
- Demonstrate excellent communication skills in recording and reporting information to the multidisciplinary team.
- Actively uphold the AWAHS philosophy, policies and procedures.
- Contribute to the development and maintenance of a supportive environment within the team.

- Participate in the evaluation of the program's services and group activities.
- Work in accordance with the EEO, OH&S, Code of Conduct and safe working practices, policies and procedures of the Albury Wodonga Aboriginal Health Service.
- Participate in quality improvement activities.
- Work as part of a team and actively participate in staff meetings.

ORGANISATION CHART

Refer to the Organisational Chart on the AWAHS website.

SELECTION CRITERIA

- Qualifications and/or experience in Medicare administration and/ or compliance
- Knowledge of Medicare compliance and federal laws, rules, regulations, manuals and transmittals
- Demonstrated experience in financial and/or office administration
- Ability to communicate effectively with the local Aboriginal community in a non-discriminative and professional manner
- Demonstrated high level of written, verbal and interpersonal communication skills;
- Excellent Computer literacy
- Current Drivers Licence

EMPLOYMENT PREREQUISITES

- Current and clear Criminal Record Check
- Current and clear Working with Children Check
- Complete and appropriate for role Health Declaration Form.

DECLARATION

I acknowledge that I have read the Position Description understood its contents and agree to work in accordance with the requirements of the position. I also understand and accept that I must comply with the organisation's policies and procedures including Confidentiality and Code of Ethics during and beyond my employment with Albury Wodonga Aboriginal Health Service Ltd.

Name

Signature Date