

Clinic Bookkeeper, Department of Communicative
Disorders and Sciences
University at Buffalo, The State University of New York

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Posted Sep. 26, 2023, set to expire Aug. 4, 2024

Job Title	Clinic Bookkeeper, Department of Communicative Disorders and Sciences
Department	Communicative Disorders and Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 26, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Research/Technical/Laboratory Health Services
Job Website	https://www.ubjobs.buffalo.edu/postings/45482
Apply By Email	
Job Description	

Position Summary

The [Department of Communicative Disorders and Sciences](#) in the [College of Arts and Sciences](#) at the University at Buffalo is seeking a **Clinic Bookkeeper**. This position will collaborate and provide support to the Clinical Business Practice Manager, clinical faculty and students and the Clinic Director with clinic administrative and educational programs. The incumbent will have to provide excellent office support and management and should have significant clinic support experience.

The Clinic Bookkeeper supports the work of the [UB Audiology and Speech Language Pathology Clinic](#) in the Department of Communicative Disorders and Services.

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The duties include, but are not limited to:

- Manage the clinic bookkeeping process in an accurate, effective and timely manner. Specific duties include fund deposits, patient invoice system and process using an EMR, as well as timely reconciliation of invoice related accounts receivables. Serve as the EMR Liason.
- Process clinic payables including invoicing and Procurement Card reconciliations when appropriate.
- Fee Management which includes regular review of fees for products and services.
- Proper handling of patient no fault claims from patient eligibility to payment, acting as the primary point of contact in the clinic.
- Maintain patient privacy along with the physical security of the clinic, utilizing HIPAA best practice guidelines.
- Provide administrative support for externship affiliation agreements, student records, as well as other externship related support work.
- Support front desk receptionist and serve as back-up when needed for a variety of clinic office tasks. Ordering of needed supplies and equipment for the clinic and maintenance of stock.
- Maintain a working knowledge of all health management regulations including NYS and Federal policies to include but not limited to HIPAA Privacy and Security.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

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University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Bachelor's degree in business or other related field. Medical Office, professional experience and education may be considered in lieu of a Bachelor's degree.
- Medical billing and professional administrative experience.
- Excellent oral, written and interpersonal skills required.
- Must be able to interact with a diverse constituency and work with minimal supervision.
- Must be able to manage competing priorities, detail oriented and demonstrate a commitment to learning new skills as needed.
- Proficiency in Microsoft applications specifically in Excel.
- Basic financial management skills to include bookkeeping and or cost accounting.
- Ability to draw conclusions and take action based on data.

Preferred Qualifications

- 2 years of medical billing and professional administrative experience.
- Knowledge of Electronic Medical Record (EMR) software preferred.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact