



Administrative Assistant EMS Division

We are currently taking applications for an **Administrative Assistant – EMS Division**. The position is fulltime, hourly, non-exempt with full benefits.

Durango Fire Protection District (DFPD) believes that hiring qualified individuals to fill positions contributes to the overall strategic success of DFPD. Each employee, while employed, is hired to make significant contributions to DFPD.

Preferred Qualifications to apply:

- High School Diploma or GED
- EMS background
- Medical billing experience

To be considered for the interview process the following items are due no later than **Wednesday, November 15, 2017 at NOON MDT**.

1. Cover letter explaining the experience, knowledge and skills to meet the criteria in the job description
2. Application for Employment – all sections completed
3. Resume

Completed application packets may be returned either in person to Megan or electronically to megan.kunch@durangofire.org.

The hiring process will consist of an interview and a written test. Interviews will be scheduled for the week of November 27th, 2017.

Hourly rate starts at \$17.31 and is subject to experience.

Download the job posting, job description and application from our website at durangofire.org. If you have questions or would like further information on the position, contact Human Resources Administrator Megan Kunch at 970-382-6002.



DURANGO FIRE PROTECTION DISTRICT
JOB DESCRIPTION
Administrative Assistant - EMS Division

Pay Grade: **Salary Range:**

Division/Bureau: EMS

Supervisor: EMS Chief

JOB SUMMARY

This position provides general administrative support to the EMS Chief and has detailed knowledge of EMS Division functions. Coordinates the EMS pre-billing process. Performs assignments as required in the area of report processing and ensuring correctness for billing purposes, patient confidentiality, and record storage and retrieval. Compiles statistics and related information, generating reports and other similar duties. Maintains confidentiality of all privileged information.

ESSENTIAL FUNCTIONS

1. Follows the Mission, Values and Department expectations.

EMS Support

1. Supports the EMS Division in a variety of duties that may be prioritized at the discretion of the EMS Chief
2. Maintains EMS pre-billing process
3. Assures EMS reports are complete and accurate
4. Assemble all necessary billing documents
5. Maintain EMS billing/ financial log
6. Complete new electronic record agreements and electronic file transfers
7. Recertify Colorado and New Mexico Medicaid on a semiannual basis
8. Monitors and maintains accurate EMS Certification records, notifying appropriate personnel of expiration dates when necessary, along with Training Division Administrative Assistant
9. Coordinates preparation of the annual county ambulance license application
10. Reviews formal requests from patients, insurance companies, hospitals and legal firms for confidential information. Retrieves the records and releases appropriate information as authorized by Federal, State and District policy. Maintains documentation of each transaction

Records Management

1. Retrieves data and prepare reports utilizing the various records management systems
2. Export RMS report to NFIRS for state reporting requirements
3. Assist in the streamlining of the electronic processes (ie: reporting to billing, billing to financials, RMS)

Supply Procurement and Distribution

1. Operates and maintains the electronic supply inventory system
2. Maintains the EMS supply inventory, ordering and distribution system
3. Maintains the bulk supply room, as directed
4. Maintain and work with cardiac monitor/AED program, quarterly and annually
5. Communicates with the EMS Chief and EMS Captains about supply needs and process issues

Other Duties

- Occasionally answers the telephone and greets the public including directing callers/visitors to the appropriate personnel, takes messages and provides information regarding District functions and programs.
- Attends training and continuing education classes, as directed
- Other duties as assigned

KNOWLEDGE AND SKILL REQUIREMENTS

- Knowledge of principles and procedures of medical billing, required medical documentation and HIPAA compliance.
- Knowledge of computer software applications including word processing, data base management, and spreadsheets.
- Knowledge of principles and procedures of record keeping.
- General knowledge of DFPD district geography and boundaries.
- General knowledge of DFPD apparatus, medical and firefighting equipment.

QUALIFICATIONS

- High School Diploma or general equivalency diploma (GED)
- EMS background preferred
- Medical billing experience preferred
- Three years; education and experience sufficient to successfully perform the essential duties of the job
- Skill in communication, telephone etiquette, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

PHYSICAL REQUIREMENTS

- Standing, walking, lifting, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Lifting up to 20 pounds frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

This position is an hourly non-exempt position working a 40 hour, Monday-Friday schedule.

We are an equal opportunity employer.