

CAMANO ISLAND FIRE AND RESCUE

FIRE DISTRICT POLICY

Number: 400.016.00

Date: 10/28/20

Area: Personnel

Page: 1 of 8

Subject: Job Description – District Secretary/Ambulance Billing Specialist
(non-exempt)

Approved: _____

1. General:

1.1. The District Secretary/Ambulance Billing Specialist for Camano Island Fire and Rescue is an Administrative position with the Fire District as defined under the provisions of the U. S. Department Fair Labor Standards Act. The general purpose of the position is to provide secretarial support to the administrative command staff and program managers and the Board of Fire Commissioners of the Fire District.

2. Supervision Received:

2.1. The District Secretary/Ambulance Billing Specialist reports directly to the Fire Chief of the Fire District and takes direction from the Fire Chief and Chairman of the Board.

3. Supervision Exercised:

3.1. The District Secretary/Ambulance Billing Specialist normally does not supervise individuals within the administrative division. There may be circumstances where the District Secretary/Board Secretary may be required to supervise personnel working in the office to assist with special tasks.

4. General Responsibilities:

4.1. Provide secretarial/clerical support to all administrative command staff and program managers as directed.

4.2. Serve as quality assurance reviewer and data submittal of ambulance transports for third party emergency medical services billing company.

4.3. Serve as the official Secretary to the Board of Fire Commissioners.

4.4. Provide data oversight for various Fire District activities and incident responses.

4.5. Serve as Fire District receptionist when needed.

4.6. May serve in a back-up capacity for other personnel as required.

4.7. Function as an initial Fire District representative for in person, email and phone contact.

4.8. The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Individuals occupying this position will be required to follow any other job related instructions and perform any other job related duties requested by a supervisor.

5. Specific Duties and Responsibilities:

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5.1. Administrative Duties:

5.1.1. Serve as point of contact for all Public Records requests.

5.1.2. Prepare written materials for correspondence.

5.1.3. May serve as Notary Public if requested.

5.1.4. Assist with special projects for all divisions as directed.

5.1.5. Maintain various District online calendars and other schedules as necessary.

5.1.6. Quality control of Quarterly Volunteer Payroll.

5.1.7. Serve as Lead of the Local Board for Volunteer Firefighters that tracks pension and liability benefits of volunteers and determines pension eligibility requirements are met each year. Hold meetings as necessary to approve medical claims of volunteers for payment, handling any disputes, receive payments and distribute accordingly.

5.1.8. Serve as Lead of the Scholarship Committee that manages scholarships for District volunteers, and work with the local non-profit agency that offers scholarships for local high school students, holding a minimum of two meetings a year to manage the donated funds, etc.

5.1.9. Serve as District's Records Retention Officer.

5.1.10. Serve as District's Claims Agent.

5.1.11. Serve as District's HIPAA Compliance Officer.

5.1.12. Attend meetings, seminars, conferences and other training programs to stay current on software programs utilized to perform job duties and other pertinent information.

5.2. Ambulance Billing Duties:

5.2.1. Perform daily quality assessment of patient reports in electronic billing system and correct any issues.

5.2.2. Receive monthly reports from third party billing company, disseminate and track pertinent information for Fire Commissioner's monthly report of billing revenue to be presented at Board meetings.

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5.2.3. Perform annual audit of third party billing company in regards to accurate and timely patient billing and collection process.

5.2.4. Process patient financial waiver requests.

5.2.5. Process any valid public record requests for medical reports.

5.2.6. Receipt any ambulance payments, log and notify third party billing company.

5.2.7. Attend meetings, seminars, conferences and other training programs to keep informed of current laws and changes that may affect patient billing.

5.3. Board Secretary Duties:

5.3.1. Provide the Board's clerical functions.

5.3.2. Prepare Fire Commissioner books with pertinent information for each meeting.

5.3.3. Notify all appropriate media avenues of special Board meetings.

5.3.4. Take minutes at all Fire Commissioner regular and special meetings.

5.3.5. After meetings, process all signed documents and distribute appropriately. Type minutes and post on District's website once approved.

5.3.6. Maintain Fire Commissioner's section of the District's webpage to include meeting dates, minutes and agendas.

5.3.7. Prepare and obtain Board approval, and distribute, all District Resolutions.

5.3.8. Handle travel and conference arrangements for any trips for Fire Commissioners and the Fire Chief.

5.3.9. Attend meetings, seminars, conferences and other training programs to keep informed of current laws and changes that may affect Board Secretary duties towards the Fire Commissioners.

5.4. Emergency Medical Services Duties:

5.4.1. Working with the District's Medical Services Officer (MSO), process employee initial or renewal of State EMT/PM Certifications.

5.4.2. Take minutes at monthly Run Review meetings. Prepare any patient reporting/billing concerns to

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report at the meeting.

5.5. Data/Quality Control Duties:

5.5.1. Submit annual fireworks report to the State Fire Marshal.

5.5.2. Quality control oversight of volunteer firefighter activities into the Fire District time management system.

5.5.3. Create various reports from the data management systems as requested, using various tools such as graphs, charts, tables, etc.

6. Peripheral Duties and Responsibilities:

6.1. Participates, as approved, in membership of professional organizations, such as the Washington State Administrative Support Division, attending conferences and seminars designed to improve overall skill knowledge and ability.

6.2. Participate, when requested, in community and Fire District activities that promote the Fire District.

7. Minimum Qualifications:

7.1. Must be a graduate from an accredited high school or have GED equivalency and have documented additional secretarial, office management, and/or business training, or be able to demonstrate and/or document commensurate skills, knowledge, and ability. Possession of a Bachelor's degree desired.

7.2. Possess a current Washington State driver's license and a driving record acceptable to the department's insurance carrier.

7.3. Have a minimum of two (2) years' experience in a similar administrative capacity. Experience in a Fire Agency capacity preferred.

7.4. Requires a proficient minimum typing speed of 50 wpm.

7.5. Proficient in the use of a variety of computer applications, including word processing, spreadsheets and databases. Knowledge of data management systems and reporting functions preferred.

7.6. Requires thorough knowledge of English, spelling, grammar, vocabulary and punctuation.

7.7. Must be a minimum of 21 years of age at time of application.

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Camano Island Fire and Rescue reserves the right to evaluate and consider, at its discretion, any combination of education and experience that tend to indicate the applicant possesses the skills, knowledge, and abilities listed herein.

8. Knowledge, Ability, and Skills:

- 8.1. Must possess the ability, skill and integrity to manage information, records, reports and situations of a confidential nature.
- 8.2. Requires extensive knowledge of general office procedures, plus familiarity with the general principles of public administration and organization.
- 8.3. Must be proficient in the use of basic office equipment to include, but not limited to:
 - Computers (Windows based operating system with strong experience in Word, Excel, Outlook, Power Point and other database management programs)
 - Multi-line telephone system
- 8.4. Excellent skills in grammatical composition with the ability to proof read materials and make corrections.
- 8.5. Excellent communication skills, both verbal and written.
- 8.6. Excellent interpersonal skills (demonstrated ability to relate well with Fire Commissioners, District Fire Chief, Command Staff Officers, paid and volunteer firefighter personnel and the general public).
- 8.7. Must possess the ability to effectively manage situations related to public questions, complaints, or requests for information.
- 8.8. Requires ability to work cooperatively with others as a member of the department team.
- 8.9. Maintain strict confidentiality with sensitive employee and also patient information in compliance with HIPAA laws.
- 8.10. Requires ability to prioritize work, manage numerous assignments, cope with interruptions, last minute changes and rigid deadlines.
- 8.11. Requires ability to work independently from general instruction and broad work expectations.
- 8.12. Requires ability to maintain and establish effective and cooperative working relationships with the public and public officials.

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9. Special Requirements:

- 9.1. Must be willing to work extra, to include some overtime and occasionally on weekends, when requested.
- 9.2. Must be willing to travel on occasion to represent the Fire District as approved.
- 9.3. Must be willing to accomplish reasonable extra tasks when requested.
- 9.4. Must be a U.S. Citizen or have a valid working permit.
- 9.5. Submission to a thorough employment reference check as well as a law enforcement background check.

10. Physical Requirements:

- 10.1. Ability to work in an office environment for an extended period of time to include, but not limited to, working at a computer workstation and sitting at an office desk, standing behind a counter, standing and operating copy machines.
- 10.2. Must be able to speak clearly, have visual acuity (corrected), and hear.
- 10.3. Must be able to reach with arms and hands, use hands and fingers to operate office equipment, stand, sit, stoop, and crouch.
- 10.4. Must be able to lift a minimum of ten (10) pounds without difficulty and lift weights on occasion up to fifty (50) pounds.
- 10.5. Requires ability to drive an automobile.

11. Work Environment:

- 11.1. Generally, work is performed primarily in an open office concept environment with a receptionist work area.
 - 11.2. Risks with the work area are minimal and do not exceed normal risks with working around standard office equipment.
 - 11.3. Noise levels are usually moderately quiet with occasional radio transmissions of emergency incident notification and information which is audible in the office area.
 - 11.4. There may be occasional periods of increased stress during those times where projects need to be completed under pressure.
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11.5. The duties and responsibilities, physical requirements, and work environment outlined herein are intended only as illustration of the various types of work that may be performed and the various working conditions that may prevail. The omission of specific statements of duties or working conditions does not exclude them from this position, if the work is similar, related, or a logical assignment for the position.

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Commission Chair for
Camano Island Fire and Rescue

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Camano Island Fire and Rescue

POSITION DESCRIPTION

Name	Title	Classification	Supervisor
	District Secretary/Ambulance Billing Specialist	Non-Exempt	District Fire Chief

Position Purpose

The District Secretary/Ambulance Billing Specialist for Camano Island Fire and Rescue is an Administrative position with the Fire District as defined under the provisions of the U. S. Department Fair Labor Standards Act. The general purpose of the position is to provide secretarial support to the administrative command staff and program managers and the Board of Fire Commissioners of the Fire District; and to provide Ambulance transport billing quality control.

Employee Signature	Fire Chief Signature
I have read this position description, understand its contents, and acknowledge that it will be used as the basis for evaluating my job performance. _____ Employee Signature _____ Date	This position description accurately describes the essential functions assigned to this position. _____ Fire Chief Signature _____ Date

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