Auburn University Job Description

Job Title: Asst, Med Record&Registrat
Job Code: DB25*
FLSA status: Non-exempt

Job Summary
Provides support within the Athletics Department physical therapy clinic through the coordination of financial and business operations.

Essential Functions
1. Schedules patients and completes the necessary registration information including insurance verification and recertification's as needed.
2. Compiles medical records including registration forms, insurance, and billing information.
3. Maintains records of monies collected from insurance companies and patients.
4. Generates reports summarizing business operations including services rendered and payments received.
5. Provides information regarding physical therapy services, insurance, and medical records.
6. Assists with patient care as appropriate.

Supervisory Responsibility
May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
**Auburn University Job Description**

**Job Family Levels**

<table>
<thead>
<tr>
<th>Level</th>
<th>Responsibility</th>
<th>Knowledge</th>
<th>Education and Experience*</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Tasks are varied and may involve specialized procedures or systems.</td>
<td>Knowledge of office rules, procedures and operations that require previous training and experience to perform.</td>
<td>High school diploma or equivalent plus 2 years experience.</td>
</tr>
<tr>
<td>II</td>
<td>Tasks are varied and broad and are governed by a variety of policies, procedures, contracts, and laws. Able to resolve a wide range of problems. Work is performed under occasional supervision.</td>
<td>Knowledge of office rules, procedures and operations that require previous training and experience to perform.</td>
<td>High school diploma plus 4 years. Experience must include at least 2 years at the preceding level or equivalent.</td>
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* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.
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Minimum Required Education and Experience

<table>
<thead>
<tr>
<th>Level</th>
<th>Education</th>
<th>Experience</th>
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</thead>
<tbody>
<tr>
<td>Level I</td>
<td>High school diploma or equivalent plus 2 years</td>
<td>Experience must include at least 2 years at the</td>
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<tr>
<td></td>
<td>experience.</td>
<td>preceding level or equivalent.</td>
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<tr>
<td>Level II</td>
<td>High school diploma plus 4 years.</td>
<td>Experience in business operations and financial</td>
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<td>support services.</td>
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Focus of Education  Focus of Experience
High School Diploma or equivalent  Experience in business operations and financial support services

Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Certification or Licensure Requirements:
None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date:  12/15/2011