

<p>Billing</p> <p>Insurance billing Patient billing Post insurance EOBs</p>	<p>District</p> <p>Building maintenance Project management Meeting packets Meeting agendas and minutes Insurance policies Policies Rental space management</p>
<p>Financial</p> <p>Budget Accounts payable Accounts receivable Payroll – clinic, ambulance, public health Audit information Medicare cost report information Grant writing Financial reporting Insurance policies</p>	<p>Public Health administration</p> <p>Financial reporting to district, county, state Monthly updates to county and district Work plans and budgets Process state remittance advices Policies (hired out) State and federal regulations</p>
<p>Clinic Administration</p> <p>Maintain Rural Health Clinic status Equipment maintenance Project management Oversee day to day operations State compliance Staff management Janitorial staff management Provider credentialing Staff training Insurance company contracting Policies Evaluate patient and community needs Wellness center oversight Coordination with Medical Director</p>	<p>Human Resources</p> <p>Benefit management Salary/wage negotiation Medical provider and staff recruitment Employee evaluations Schedule management Process time off requests</p>