



EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Receptionist/Quality Assurance Assistant

Department: Mental Health Services

Reports to: Business Manager

Hours: Full-Time

Responsibilities:

- Meet and greet clients at the front desk.
- Process UT's for scheduled clients.
- Generate appointment listing and encounter forms.
- Distribute and log metro card disbursements.
- Update Accumed database regarding client visit status.
- Pull/ File charts on behalf of doctors for scheduled client visits.
- Call clients for appointment reminders.
- Distribute logs and encounter forms to therapists.
- Generate and distribute providers' weekly schedules in Accumed.
- Translate (Spanish to English) for doctors conducting evaluations.
- Reconciliation of transportation forms for reimbursement.
- Request and send charts to storage.
- Create binders for open cases.
- Obtain prescription authorization.
- Maintain linkage agreements.
- Type reports as requested.
- Track treatment plans.
- Utilization review of charts.
- Reconcile productivity discrepancies.
- Auditing and tracking as assigned by supervisor to ensure compliance with New York State Office of Mental Health (OMH), Medicaid, Medicare, HIPPA and other regulations.
- Conduct PSYCKES and other quality improvement initiatives.
- Additional duties as assigned by supervisor.

Qualifications:

- High school diploma; candidates with college credits preferred.
- Strong computer skills; knowledge of Accumed billing software a plus.
- Demonstrated experience in maintaining software data and protocols.

- Ability to work independently.
- Excellent interpersonal, organizational, and communication skills.
- Exemplary and dedicated work ethic.
- Bilingual (English/Spanish).

To Apply:

Please send Cover Letter, Resume, Salary Requirements, and References to:

hr@unionsettlement.org

Please indicate Receptionist/Quality Assurance Assistant in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER