JOB POSTING

EMS OFFICE ADMINISTRATOR

The Town of Guilderland is seeking an EMS Administrator to provide administrative support to ensure efficient operation of the EMS office. The position supports EMS Administration and employees through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Must be familiar with EMS operations and the field's concepts, practices and procedures. Ability to effectively communicate through electronic mediums ensuring that all administrative duties are completed accurately and delivered with high quality and in a timely manner. May direct and lead the work of others when needed. Rely on experience and judgment to plan and accomplish goals with a wide degree of creativity and latitude. Typically reports to the Director and or Assistant Director of EMS Operations. Does related work as required.

- Coordinate and handle multiple projects related to the field of EMS administration.
- Assist in the preparation of regularly scheduled reports, certifications and licensures.
- Prepare and monitor contracts and invoices.
- Write letters and emails on behalf of EMS Administration
- Assist with the Town’s billing and revenue recovery program.
- Coordinate and assist with electronic Pre-Hospital Care Report (ePCR) reconciliation for optimal billing recovery.
- While assuring confidentiality, maintain adequate records pertaining to requests for patient care records and related billing information.
- Report to the Town Supervisor/EMS Administration monthly revenue metrics.
- The EMS Office Manager can represent GEMS at meetings related to revenue recovery and act as liaison with 3rd party vendors.
- Conduct back billing for outstanding insurance claims.
- Assist the Town and responsible parties in the reconciliation of outstanding claims.
- Conduct and document progress with claims submitted for back payment.

MINIMUM QUALIFICATIONS:
A. Graduation from high school or possession of a high school equivalency diploma; AND,
B. Ability to pass a background investigation; AND,
C. At least 5 years of experience in the field or related area; AND,
D. Possession of an appropriate level motor vehicle operator’s license issued by the New York State Department of Motor Vehicles at the time of application.

Please send resume to:
Town of Guilderland
Department of Human Resources
PO Box 339
Guilderland, NY 12084
or e-mail information to efawd@townofguilderland.org