

## **JOB DESCRIPTION**

**POSITION:** Billing Manager  
**PROGRAM:** Billing Department  
**SUPERVISOR:** Director of Operations  
**SALARY RANGE:** \$ 25.89 (Grade 23/Step 01)  
**CLASSIFICATION:** EXEMPT  
**LOCATION:** Owyhee, Nevada

**OPENS: February 22, 2023**

**OPEN UNTIL FILLED**

**SPECIFICATIONS:** All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. Failure to attach required documents will disqualify you from consideration for this position. Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (I) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES.** In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

## **SPECIAL CONSIDERATIONS**

This position is subject to random drug testing and a background check as a condition of employment. This individual has access to sensitive Tribal, health-related and personal data. This position oversees the Billing Department of the Shoshone-Paiute Tribes/Owyhee Community Health Facility, to include access to financial data and must meet the conditions to be bonded. Additionally, this person periodically operates a Tribal vehicle (unless accepted under the provisions of the American Disabilities Act).

## **SUMMARY OF FUNCTIONS:**

This position is responsible for the direction, administration, planning, supervision and evaluation of the Billing Department. The incumbent will ensure that the Billing Department, works in conjunction with the OCHF organization to achieve the organizations goals and objectives. The function of the Billing Department is to facilitate an efficient process to ensure timely billings and revenue from health care resources.

## **MAJOR DUTIES & RESPONSIBILITIES**

1. The position is responsible for the overall management and administration of services for the Billing Department, which includes the planning, implementation and evaluation of efficient processes for billing and accounts receivable activities. The manager ensures the program complies with all Federal, state and local regulations, policies and procedures; and ensures policies and procedures are updated, current and kept in compliance. The Billing Manager will provide overall program direction, planning, coordination and evaluation of services allowing for effective communication and networking with OCHF internal departments and services to accomplish program goals and objectives.
2. The Billing Manager shall provide trainings, performance, evaluation, scheduling of daily work activities; supervision that addresses staff work concerns, problems, merits, promotions, etc.; and ensures that appropriate and proper communication is followed within the department, organization and community.
3. The Billing Manager will ensure daily operations are followed through, which includes maintenance of fee tables, accounts receivable posting, claims follow up, and investigate program and process issues, errors and breakdowns along with providing corrections and improvements to be made.
4. The Billing Manager will provide reports and journal entries to the appropriate departments including monthly (or as needed) journal entries to the Shoshone Paiute Tribe (SPT) Finance Department for posting to the General Ledger. Incumbent will maintain insurance credentialing, error reports of billing and collection reports and following up as needed.
5. The Billing Manager will need to have an understanding of and be able to troubleshoot IT issues.

6. The Billing Manager will be responsible for the fiscal management of the department ensuring that expenditures are within budget and modifications are implemented.
7. The Billing Manager will follow the organization's plan for establishing quality assurance activities within the department. The manager will assess the department utilizing baseline data and performance improvement studies to determine work efficiency and improvements. The Billing Manager will work with other departments with quality assurance activities to ensure that organization goals and objectives are attained.
8. The Billing Manager will be responsible for the oversight of the coding. Must continuously stay current in coding and insurance changes.
9. The Billing Manager will provide technical assistance, education, and updates to providers and other staff regarding rules, regulations, guidelines and practices. Will work with the Health Information Manager to ensure providers are trained in proper documentation standards
10. The Billing Manager will ensure that the Privacy Act and Health Insurance Portability and Accountability Act (HIPAA) rules and regulations will be followed and practiced within the department, work practices and in communications and correspondences.
11. The Billing Manager will need to be able to travel for training, have strong leadership skills with the ability to prioritize, and have excellent communication skills both verbal and written.

## **EDUCATION & WORK EXPERIENCE REUQUIRED**

Bachelor's degree in Business Administration or B.S. in a health care related field is preferred.

Must have at least (3) years of current billing experience.

Two (2) years of documented experience in supervisory capacity in a health care setting

Must be able to pass the billing and coding proficiency exam.

Preferred: Applicant with a certified professional coder and or coding experience.

## **SUPERVISORY CONTROLS**

Work is performed under the administrative supervision of the Director of Operations, who in consultation with the incumbent develops overall objectives to be accomplished. The incumbent performs work independently and keeps the supervisor informed of the activities of the office. Completed work is reviewed through reports and meetings for overall accomplishments of the goals and objectives.

## **OTHER FACTORS INFLUENCING POSITION**

Knowledge of federal, state and local business office principles are required to obtain maximum efficient production. Privacy Act and HIPAA rules and regulation are to be monitored to ensure that patient information is protected. The ability to interpret, implement and apply rules and regulation to the business office setting.

Knowledge of health care organizations, functions, communications and accreditations.

The ability to adapt to changing federal, state and local policies and procedures will enhance work productivity and the effectiveness of communication between staff and the organization.

Work consists of analysis and evaluation of interested issues of the substantive Business Office programs. Work requires developing detailed plans for long and short range implementation of program and developing criteria for evaluating their effectiveness.

Work is difficult to analyze because of conflicting programs goals due to changes in legislative and regulatory guidelines. Work is further complicated by the need to deal with subjective concepts such as value judgments, predictive measurements and findings and conclusions are difficult to verify.

Work is highly complex due to the fact that performance requires specific skills in multidisciplinary matters ranging from health care financing to clinical subjects. The incumbent is highly visible both to other agency staff as well as other governmental and private sector officials.

Work communication is vital to the accomplishments of service and goals. The incumbent will ensure that the organizations vertical and lateral communication mechanisms are followed.

The position is responsible for the collection of all third party resources and for the timeline and accuracy of the third party billing activities. The position is also responsible for coding of patient care forms to enhance the opportunities of billing practices and revenue.

Failure to implement and monitor the provisions of P.L. 99-272, Center for Medicare and Medicaid Services (CMS), and private insurance, and HIPAA and receive billing problems or issues on a continuous basis could adversely affect the budgetary process. The completion of correspondence and release of medical information to third party health insurance carriers in a timely manner will have a distinct hearing on dollars recovered and the ability to meet the goals and objectives of the facility.

Work efforts contribute to the accomplishments of the facility's goals to academic alternative resources, which allows enhancement of patient care. Work also contributes to the cost-effective use of federal funds by assuring that alternate resources have been identified prior to use of Shoshone-Paiute Tribes dollars in patient care enhancement.

Contacts are with all levels of management within the facility, Area and Shoshone-Paiute Tribes Headquarters personnel. Contacts are with patients, tribal officials, medical professional, field attorneys, private sector health care professionals and the general public, insurance company's representatives and patients/patient representative

### **GUIDELINES**

Guidelines include Federal, State, and local laws as well as the Shoshone-Paiute Tribes circulars, resolutions and employee handbook. Applicable references are available from the Federal and state websites regarding the technical part of program activities. The incumbent must use independent judgment in interpreting and adapting guidelines to unique situations as well as in cases of individual patient management. This incumbent may develop local policies, procedures and guidelines regarding respective department and services.

### **PHYSICAL DEMANDS**

The responsibilities of this position is sedentary in nature. Walking and carrying multiple charts may be necessary.

### **WORK ENVIRONMENT**

The work environment is an office setting with adequate furniture, lighting and equipment.