

JOB ANNOUNCEMENT

POSITION: Billing Specialist

DEPARTMENT: Billing

SUPERVISOR: Billing Manager

SALARY: \$16.10 – \$17.89 (Grade 14, Step 2- Grade 17, Step 1)

CLASSIFICATION: Non-Exempt

LOCATION: Owyhee, NV

OPENS: January 11, 2022

CLOSES: February 15, 2022

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 (l) 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 at the Owyhee Community Health Facility including access to financial data. Must meet the conditions to be bonded. Additionally, this person periodically operates a Tribal vehicle (unless excepted under the provisions of the American Disabilities Act).

SUMMARY OF FUNCTIONS

The Biller is under the director supervision of the Billing Manager. The incumbent will create claims daily, export and mail paper claims on a regular basis. Will back-up and assist within the department.

MAJOR DUTIES & RESPONSIBILITIES

1. Responsible for the accurate and timely preparation and submission of billing claims. This includes preparing and submitting claims to third party payers, intermediaries, and self payers; (reviewing systems generated reports for daily billing) utilization review and verification for accuracy. Responsible for automated transmissions of all third-party claims. Will assist billing manager with Billing Department functions.
2. Responsible for the error correction of all rejected/suspended claims submitted to third party payers.
3. The incumbent will report, according to billing guidelines, all inconsistencies or discrepancies and claims deemed un-billable to the immediate supervisor.
4. Serves as, or assists in serving as, the contact person relative to any questions or problems with claims processing. Documents all activity performed on patient accounts in the billing claims information system.
5. Incumbent will provide the supervisor with an accurate accounting of claims billed on a daily basis.
6. Must have the ability to understand and follow laws and regulations on the confidentiality of medical records and health information contained within (HIPAA) and the procedures for informed consent for release of information from the medical and billing records.
7. Other duties as requested.

EDUCATION & WORK EXPERIENCE REQUIRED

1. Preferred: at least six months to one year of billing experience in a health care business office setting.
2. One year of data entry experience.
3. Must have medical terminology.
4. Knowledge and experience in use of clinic code sets: ICD-10, CPT, HCPCS.

5. Knowledge and experience of computerized data entry skills and information processing systems.

SUPERVISORY CONTROLS:

Work is performed under the administrative supervision of the Billing Manager, who in consultation with the incumbent, develops overall objectives to be accomplished. The incumbent works independently interpreting and adapting guidelines to unique situations. The incumbent will assist in developing local policies, procedures and guidelines.

The Billing Specialist will follow general guidelines and applicable references as available from the private sector regarding the technical part of program activities. Independent judgment is required for situations not covered within these references and in cases of individual patient management.

OTHER FACTORS INFLUENCING POSITION

Knowledge of health care organization and its functions along with specific knowledge of a health care business office setting. Knowledge of basic organization communication both vertical and lateral. Knowledge of Centers of Medicare and Medicaid Services (CMS) guidelines, national coding rules and regulations and HIPAA.

GUIDELINES

Guidelines include Federal, State, and local laws as well as the Shoshone-Paiute Tribes circulars, resolutions and procedure manuals. The incumbent must use independent judgment in interpreting and adapting guidelines to unique situations. The incumbent assists with developing local policies, procedures and guidelines. The SPT's Employee Handbook will be followed.

PHYSICAL DEMANDS

The responsibilities of this position is sedentary in nature.

WORK ENVIRONMENT

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