



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Coding & Billing Specialist I

Healthcare Business Office Department

Health & Human Service (HHS)

****EXTENDED****

OPEN: July 23, 2018

EXEMPT: No

SALARY GRADE: (6) \$16.50-\$18.48

SHIFT: Day

LOCATION: LTHC

DURATION: Regular Part Time

CLOSED: August 31, 2018

JOB CODE:

DIVISION: Health & Human Service

DEPARTMENT: Business Office

SUPERVISOR: Coding Spec. Supervisor

VACANCIES: 1

JOB SUMMARY: This employee is part of the Business Office staff whose main purpose is to accurately code patient encounters with providers in RPMS/EHR systems. Works closely with various departments and providers to accurately code data. This position also bills patient encounters in the Methasoft system. Must have good customer service skills because job requires regular contact with healthcare professionals, various departments, and outside agencies. This position requires accuracy in detail-oriented work.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Analyzes and interprets information from the Electronic Health Record (EHR) to accurately utilize the PCC automated encoder to select the most accurate and descriptive ICD, CPT, and HCPC codes for diagnosis, problem list, procedures, labs, and treatment notes from medical, mental health, or dental visits.
2. Verify and approve ICD and CPT codes from RPMS coding cue.
3. Works closely with the Clinical Applications Coordinator to ensure proper codes and usage of EHR by medical staff.
4. Responsible for reviewing all dates of service via EHR, and/or Methasoft system in identifying coding or billing deficiencies and working with medical and chemical dependency staff to correct and/or update patient file to reflect accurate documentation.
5. Bills for chemical dependency claims for non-suboxone patients and be willing to work closely with the Contracting and Reimbursement Specialist.
6. Acts as a resource to the Business Office for all ICD and CPT related coding up-dates, changes, and requirements.
7. Must maintain good working relationship with supervisor and other health professional employees.
8. Provides quality assurance solutions to ensure accurate coding and billing practices.
9. Follows up with front desk to provide updates, corrected insurance, and registration information needed to process bills.

10. Utilizes One Health Port and other various insurance websites to verify patient insurance information.
11. Provides a log of insurances needing to be updated and provided to the front desk to update patient information.
12. Reviews Lab Corp insurance information provided to ensure that they are able to bill patient's insurance for labs sent outside of the Lummi Tribal Health Clinic, when needed.
13. Participates in team meetings, activities, and/or problems solving activities.
14. Must follow the HCA billing manuals; as well as follow the tribal, state, and federal requirements that are agreed upon to follow to receive payment for services.
15. As other duties assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma
- Two years experience with direct coding.
- Certified Professional Coder certification, CPC or CPC-A required.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES & SKILLS:

- Thorough knowledge of medical codes involving selection of most accurate and descriptive code using the ICD, CPT, ADA, and HCPC resources
- Demonstrate skill in correlating generalized observations or symptoms (vital signs, lab results, medications, etc.) to a stated diagnosis to assign the correct ICD code.
- Experience working with an Electronic Health Record.
- Ability to understand and apply basic operating instructions.
- Acknowledge and demonstrate need to maintain confidentiality of patient information.
- Demonstrate understanding and execution of the Federal Privacy Act and Freedom of Information Act as they pertain to a patient's health record.
- Must be willing to assume other duties as assigned and receive training in other departments.
- Must maintain strict confidentiality at all times.

REQUIREMENTS:

- HIPAA compliance
- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) Application: go to: <http://goo.gl/Bu5Vuv> request by e-mail libchr@lummi-nsn.gov. For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.