



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: Pharmacy Billing Specialist/Accounts Receivable
Healthcare Business Office Department
Health & Human Service (HHS)

OPEN: January 16, 2020

CLOSES: February 5, 2020

EXEMPT: No

JOB CODE:

SALARY: (6) \$16.50-\$18.48 p/h DOE

DIVISION: Health & Human Service

SHIFT: Day

DEPARTMENT: Business Office

LOCATION: LTHC

SUPERVISOR: Contracting & Reimbursement Supervisor

DURATION: Regular Full Time

VACANCIES: 1

JOB SUMMARY: The purpose of this position is to post payments and adjustments to the Accounts Receivable package for medical, mental health, chemical dependency, and dental visits. This position is also responsible for remaining up to date with patient registration, billing and coding software packages, which may affect performance as relates to Accounts Receivable.

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

1. Ability to carry out clerical and reception duties to pharmacy operations.
2. Provides immediate reception, both in person and reception, for patients and outside providers.
3. Verifies pharmacy insurances, ensures appropriate billing information/documentation is completed, updates RPMS, and provides regular notes within RPMS.
4. Primary contact for Northwest Pharmacy Services (NWPS) and outside pharmacies.
5. Provides regular patient demographic and provider updates on the NWPS Citrix login to provide regular updates on any referrals provided to patients or prescriptions unavailable at the Lummi Pharmacy.
6. Responsible for timely posting of payments for pharmacy and adjustments for third party billing into the RPMS.
7. Responds to third party requirements on post-payment reviews, exclusions, denials and appeals.
8. Responsible for communicating unpaid/incorrectly billed claims with Billing Manager.
9. Endeavors to stay abreast of changes in billing requirements and regulations as well as upgrades and improvements in billing and software technology including electronic submission directly to insurance or through clearinghouse.
10. Works closely with Patient Registration and other Business Office personnel to resolve inaccuracies and data entry problems as they arise, such as correcting insurance information, financial and demographic data.
11. Maintains good working relationship with co-workers.
12. Participates in regular Business Office Billing & Coding meetings.
13. Required to attend training, when directed by supervisor.
14. As other duties assigned.

MINIMUM QUALIFICATIONS:

- High school diploma/GED
- 2 years of experience in a medical office setting.
- 2 years of experience working with the RPMS Accounts Receivable system or another healthcare billing accounts receivable system.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of ICD-9, CPT and HCPCS coding
- Knowledge of operations, priorities and goals for the Alternate Resources Program. Ability to keep abreast of current changes in policies, regulations of eligibility, pharmacy, medical, and dental coding requirements to produce a clean claim.
- Ability to participate in planning, implementations and improvements of the Alternate Resources Program.
- Knowledge and understanding of established standardized bookkeeping, accounting procedures and techniques sufficient to handle duties such as: classifying account transactions associated with the RPMS system.
- Knowledge of established procedures, required forms, associated with the various health insurance programs.
- Knowledge of Excel, Word and Outlook.
- Knowledge of the Privacy Act of 1974 and the use of confidential information and health records as an integral part of the office function and the privacy of individuals, which must be protected to the fullest extent possible.
- Knowledge of the functions, policies and organization procedures of the Lummi Tribal Health Center. Knowledge and ability to use and maintain general office equipment: keyboard, printer, copier, 10-key, and computer.
- Ability to work independently and show initiative.
- Proven to be willing to keep abreast of current changes in policies, health care regulations, medical terminology, and coding
- Knowledge of grammar, spelling, capitalization, punctuation, knowledge of format, textual structure, and routine composition of correspondence
- Ability to interpret and problem solve based on information derived from system reports.

REQUIREMENTS:

- 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 maintain strict confidentiality at all times.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or 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.