



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: Billing Specialist

Healthcare Business Office Department

OPEN: February 13, 2020

EXEMPT: No

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

SHIFT: Day

LOCATION: Lummi Tribal Health Clinic

DURATION: Regular Full Time

CLOSES: February 28, 2020

JOB CODE:

DIVISION: Health & Human Service

DEPARTMENT: Business Office

SUPERVISOR: Billing Manager

VACANCIES: 1

JOB SUMMARY: The primary purpose of this position is to submit all billable visits for peer support services identified from Lummi's Mental Health Services. This position is responsible for Medicaid billing. This position will be additional support to other billing needs within the department, as needed. This position will report to the Billing Supervisor.

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

1. Responsible for billing all charges produced by our peer support staff in coordination with our Lummi Mental Health Services.
2. Review peer support billing guidelines that are established through the DBHR/HCA.
3. Regularly review any updates from the Tribal, State, and/or Federal in regards to the fee schedule established within the current fee schedule or if there is to be a negotiated rate.
4. Reviews and completes any insurance claims for Medicare and private health insurances that are to be submitted through our clearinghouse.
5. Works with billing staff to insure correct and timely payments on claims submitted.
6. Responsible for following Federal and State billing requirements on post-payments reviews, exclusions, denials, and appeals.
7. Responsible for communicating unpaid/incorrectly billed claims with Billing Supervisor.
8. Responsible for following up on third party accounts receivable claims; including rebilling of claims that are rejected or denied payment.
9. Will work with the Billing Supervisor in addressing any questions regarding implementing new billing procedures and resolving any billing issues that may arise.
10. Employee demonstrates courtesy, consideration, professional manner and promptness in dealing with the public and vendors while carrying out official responsibilities. Employee cooperates fully with others as a member of a work team with a positive attitude and manner that facilitates the achievement of objective.
11. Must be able to navigate through Electronic Health Records (EHR), Resource Patient Management Source (RPMS), and Vista Imaging to review documents to ensure accurate billing.
12. Maintain good working relationship with co-workers and supervisor.
13. Participates in webinars, meetings and travel, when requested.
14. As other duties assigned.

MINIMUM QUALIFICATIONS:

- High School diploma/GED
- Must have at least two (2) year of experience in medical billing/office setting, OR
One (1) year experience in a medical office setting and 1-2 years of educational experience in Medical Billing/Coding.
- One (1) year of RPMS experience
- Experience with ICD, CPT, and HCPC coding, *preferred*.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of ICD, CPT, and HCPCS coding.
- Demonstrate ability to use coding experience to acquire, interpret, and resolve problems within a patient's account.
- Knowledge of operations, priorities, and goals for the Tribal Assister Program.
- Demonstrate ability to keep current with changes in policies and regulations of eligibility for Direct Care and CHS eligibility.
- Demonstrate understanding of pharmacy, medical, and dental coding requirements to produce a clean claim.
- Knowledge of established procedures, required forms, associated with the various health insurance programs.
- Knowledge of the functions of electronic software programs (EHR, RPMS, Vista Imaging), policies, and organization procedures of the Lummi Tribal Health Center and Behavioral Health.
- Knowledge and ability to use and maintain general office equipment, keyboard, printer, copier, 10-key, and computer.
- Ability to interpret and problem solve based on information derived from system reports.
- Must maintain strict confidentiality at all times.

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.
- Position requires extensive Criminal Background Check.
- HIPAA compliance

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.