



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: Account Receivable (AR) Specialist
Healthcare Business Office Department
Health & Human Service (HHS)

OPEN: January 14, 2021

EXEMPT: No

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

SHIFT: Day

LOCATION: LTHC

DURATION: Regular Full-Time

CLOSES: January 25, 2021

JOB CODE:

DIVISION: Health & Human Service

DEPARTMENT: Business Office

SUPERVISOR: Contracting Reimbursement Supervisor

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. Responsible for timely posting of payments and adjustments for third party billing into the RPMS and Methasoft A/R packages.
2. Responds to third party requirements on post-payment reviews, exclusions, denials and appeals.
3. Responsible for communicating unpaid/incorrectly billed claims with Billing Manager.
4. 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.
5. Acts as a resource and assists clinic staff in the efficient use of current software. Provides training within the clinic setting and promotes an awareness of the importance of accurate and secure data. Especially in the patient registration area.
6. Troubleshoots end user problems as relates to current software, particularly regarding billing, coding, and payment applications.
7. Updates all fee schedules as required to assure maximization of billing revenue and coordinates with the Clinical Applications Coordinator in updating RPMS with revised fee schedules.
8. 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.
9. Maintains good working relationship with co-workers.
10. Follow-up with denials with all insurances.
11. Participates in regular Business Office Billing & Coding meetings.
12. Required to attend training, when directed by supervisor.

MINIMUM QUALIFICATIONS:

- High school diploma or GED
- Must have at least two years of experience in a medical office setting.
- Must have two years of experience working with RPMS Accounts Receivable system or another healthcare billing accounts receivable system/ Resource and Patient Management System.
- Microsoft Office, Microsoft Teams experience preferred.
- 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.
- 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.
- 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.

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.