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: CHS Claims Screener & Processor
Contract Health Services (CHS) /Healthcare Business Office
Re-Advertise

OPEN: May 30, 2019
EXEMPT: No
SALARY : (5) $14.35 - $16.07 per hour DOE
SHIFT: Day
LOCATION: LTHC
DURATION: Regular Full-time

CLOSES: June 13, 2019
JOB CODE:
DIVISION: Health & Human Services
DEPARTMENT: Health Care Business Office
SUPERVISOR: CHS Supervisor
VACANCIES: 1

JOB SUMMARY: Screen CHS bill claims for payment or denial and CHS eligibility. Incumbent will verify insurance and other factors to determine CHS eligibility.

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

1. Open/Sort daily incoming mail and bill statements from patients.
2. Take all incoming phone calls and route call to appropriate CHS Processor
3. Screen patient claims for other insurances on insurance websites & update insurance information on RPMS/Moonwalk.
4. Check and screen their CHS eligibility as it pertains to CHS policy.
5. Notify vendors of patient's other insurance if any, by phone, mail or fax.
6. File processed claims and patients bill statements.
7. Check patient referrals on file.
8. Identify other possible alternate resources.
9. Identify claims paid upon request by a provider. Keep providers informed of CHS billing procedural requirements, and LTHC/CHS liability.
10. Send denials to patient and vendor, keep copy for records.
11. Responsible to ensure proper and timely notification to patients and others of denial services and of payment of services in accordance with LTHC regulations governing contract health care.
12. Keep track of W-9 forms, then put them in Vendor list & send to Finance.
13. Request W-9's for new vendors.
14. Prepare all boxes that need to be archived.
15. Cross Train to be able to assist other CHS staff with claims as needed to minimize backlog, when needed.

KNOWLEDGE, ABILITIES AND SKILLS:

- A basic knowledge of the CHS Program and LTHC policies procedures and regulations.
- Knowledge of provider service program and CHS problems encountered.
- Knowledge of CHS eligibility and priority requirements.
- Knowledge of Medicare Like Rates

- Knowledge of third party reimbursement sources and their procedure, e.g., Medicare, Medicaid, Veterans Administration, private insurance etc., in order to supplement budget as much as possible from outside sources.
- Understanding of Contract Health Service Regulations
- Must operate ten key adding machine skills with speed and accuracy.
- Must have filing experience and good organizational skills.
- Must have good communication skills, both oral and written.
- Ability to sit for long periods at computer.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED.
- 1 Year experience with Microsoft Word/Excel.
- 1 year experience working in a healthcare or professional setting.
- Previous CHS work experience *preferred*
- 1 year Experience in RPMS program other healthcare software *preferred*
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

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 an extensive Criminal Background Check and FAMLINK Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: https://www.lummi-nsn.gov/Website.php?PageID=381 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.