



# 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 II**

**OPEN:** March 19, 2026

**EXEMPT:** No

**SALARY:** (8) \$23.05-\$25.96/hr. DOE

**SHIFT:** Day

**LOCATION:** Remotely/Varies

**DURATION:** Regular Full Time

**CLOSES:** March 26, 2026

**JOB CODE:**

**DIVISION:** Health & Human Service

**DEPARTMENT:** Business Office

**SUPERVISOR:** CFO

**VACANCIES:** 1

**JOB SUMMARY:** The Billing Specialist is responsible for supporting the revenue cycle operations of ShoqweL Ya' LhaoLh-ew'xw, Lummi Nation's Secure Withdrawal Management and Stabilization (SWMS) facility. This position prepares and submits claims, monitors accounts receivable, and follows up on denied or unpaid claims to ensure accurate and timely reimbursement from Medicaid (Apple Health), Medicare, commercial insurance, Tribal programs, and self-pay accounts. The Billing Specialist works closely with clinical, registration, and finance staff to ensure documentation and billing practices meet Tribal, federal, and state requirements. This position maintains strict confidentiality of patient information in accordance with HIPAA and 42 CFR Part 2 regulations governing substance use disorder patient records and contributes to the development and improvement of billing workflows.

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

1. Prepare, review and submit accurate and timely claims for services provided daily, including Medicaid (Apple Health, Medicare, commercial insurance, Tribal programs and self-pay accounts, in accordance with payer requirements and applicable billing guidelines.
2. Review clinical documentation with the EHR system (EPIC) to ensure services are properly documented, coded and supported prior to claim submission.
3. Enter, verify and maintain patient demographic and insurance information in the EHR; coordinate with patient registration staff to resolve missing or incorrect information that may affect billing.
4. Monitors accounts receivable and follow up on unpaid, rejected or denied claims, including researching claim issues, correcting errors and resubmitting claims.
5. Prepare and submit appeals and supporting documentation for denied or underpaid claims in accordance with payer policies and timelines.
6. Maintain compliance with Tribal, federal and state regulations, including Medicaid billing requirements and applicable behavioral health and substance use disorder treatment billing standards.
7. Ensure billing and patient information is handled in accordance with HIPAA and 42 CFR Part 2 confidentiality regulations related to substance use disorder patient records.

8. Coordinate with clinical, registration and administrative staff to ensure documentation, service coding and billing processes support accurate claim submission and reimbursement.
9. Communicate billing discrepancies, payment issues and claim trends to the CFO and SWMS leadership to support timely resolution and accurate revenue tracking.
10. Maintain accurate billing records and reports to support financial reconciliation, audits, regulatory review and compliance monitoring.
11. Maintain proficiency in EHR systems, billing software and payer portals to effectively manage claim submission, payment tracking and reporting.
12. Assist with the development, implementation and refinement of billing workflows and procedures for the SWMS facility.
13. Participate in meetings, training, webinars and continuing education related to billing practices, regulatory updates and system changes.
14. Responsible for communicating unpaid/incorrectly billed or any issues with claims with CFO.
15. Maintain good working relationships with co-workers and supervisor.
16. Employee demonstrates courtesy, consideration, professional manners and promptness in dealing with the patients and vendors while carrying out official responsibilities.
17. Employee cooperates fully with others as a member of a work team with a positive attitude and manner that facilitates the achievement of objectives.
18. As other duties assigned.

**MINIMUM QUALIFICATIONS:**

- High School Diploma
- Three (3) years of experience working in an inpatient medical facility as a biller
- Three (3) years of experience with EPIC or medical software; and
- Three (3) years of experience with billing or coding; and
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

**OR**

- Associate degree in accounting, medical billing, medical coding, or related field; and
- Two (2) years of experience working in an inpatient medical facility as a biller; and
- Two (2) years of experience with EPIC or medical software; and
- Two (2) years of experience with billing or coding; and
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

**OR**

- Bachelor's degree in accounting, medical billing, medical coding, or related field; and
- One (1) year of experience working in an inpatient medical facility; and
- One (1) years of experience with EPIC or medical software; and
- One (1) years of experience with billing or coding; and
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Experience billing for behavioral health, substance use disorder treatment, or withdrawal management services.
- Ability to interpret and problem solve based on information derived from system reports.

- Demonstrate knowledge of ICD, CPT, and HCPC coding as an asset in order to acquire, interpret, and resolve problems within a patient's account.
- Familiarity with Medicaid billing requirements, including behavioral health and substance use disorder services.
- Ability to stay current with changes in policies and regulations of eligibility.
- Demonstrate understanding of pharmacy and medical coding requirements to produce a clean claim.
- Knowledge of HIPAA privacy requirements and ability to maintain strict confidentiality of patient information.
- Ability to understand and comply with 42 CFR Part 2 regulations governing substance use disorder patient records.
- Knowledge of established procedures and knowledge of required forms associated with various health insurance programs.
- Knowledge of the functions, policies, and organizational procedures of SWMS.
- Must always maintain strict confidentiality.

**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.
- Must have reliable internet.
- 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](mailto: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.