



# 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:** Coding Specialist II

**OPEN:** June 26, 2026

**EXEMPT:** No

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

**SHIFT:** Day

**LOCATION:** On-Site

**DURATION:** Permanent FT

**CLOSES:** July 02, 2026

**JOB CODE:**

**DIVISION:** Finance

**DEPARTMENT:** Healthcare Business Office

**SUPERVISOR:** Coding Specialist Supervisor

**VACANCIES:** 1

**JOB SUMMARY:** A Coding Specialist II is part of the Business Office staff that is responsible for reviewing a patient's medical records after a visit and translating the information into codes that insurers use to process claims from patients. Their duties include confirming treatments with medical staff, identifying missing information and submitting claims to insurers for reimbursement.

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

1. Reviewing a patient's medical record after a visit and translating the information into codes that insurers use to process claims.
2. Making sure that codes are assigned correctly and sequenced appropriately as per government and insurance regulations
3. Complying with medical coding guidelines
4. Receiving and reviewing patients' charts and documents for verification and accuracy.
5. Following up and clarifying any information that is not clear to other staff members
6. Collecting information made by the Medical, Dental or Mental Health providers from different sources to prepare monthly reports for feedback.
7. Implementing strategic procedures and choosing methods that provide efficient effective results.
8. Examining any medical malpractice that has been reported by analyzing and identifying the medical procedures, diagnoses or events that lead to the negligence.
9. Extensive knowledge of Medical /Dental/Mental Health insurances.
10. Act as a resource for all coding up-dates, changes, and requirements.
11. Have the ability enter to service data quickly and accurately of a minimum of 80 visits a day.
12. Read, understand and apply administrative policies and procedures.
13. Strong analytical, attention to detail, and problem-solving skills.
14. Assist Accounts receivable with coding denials to resubmit corrected claims.
15. To manage multiple priorities and tasks in a timely fashion

16. The ability to be self-motivated and able to work both independently and as a team member.
17. Participate in and supports team meetings, activities, and/or problem solving.
18. As other duties assigned.

**MINIMUM QUALIFICATIONS:**

- Certified Professional Coder (CPC) or Certified Coding Specialist (CCS) certification through the AAPC or AHIMA.
- An associate degree or technical certificate in a related field (billing, coding, medical reception, collections) required. May have other Degrees and Certifications for consideration. Experience in related field of work would be considered equal to degrees or certificates except for certification requirement.
- EPIC experience
- 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:**

- Thorough knowledge of medical codes involving selection of most accurate and descriptive code using the ICD, CPT, CDT, and HCPC resources
- Experience working with an Electronic Health Record.
- Ability to understand and apply basic operating instructions.
- Use Microsoft word, Excel, Outlook, Internet browsers and practice management system, including 10key; also use phones, fax machines, printers, scanner, and copiers.
- To work independently in office or remote environment with frequent interruptions and meetings.
- Interact and communicate with coworkers effectively in a caring, courteous and professional manner, both orally and in writing.
- Demonstrate understanding and execution of the Federal Privacy Act and Freedom of Information Act as they pertain to a patient's health record.

**REQUIREMENTS:**

- Must be able to abide to HIPAA compliance
- 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](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.