



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: August 4, 2026

EXEMPT: No

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

SHIFT: Day

LOCATION: On Site

DURATION: Regular Full Time

CLOSES: August 11, 2026

JOB CODE:

DIVISION: Finance

DEPARTMENT: Healthcare Business Office

SUPERVISOR: Coding & Billing Spec. Supervisor

VACANCIES: 1

JOB SUMMARY: The assigned duties are designed to provide quality services to LTHC patients, and providers as well as entities outside of the organization. Highly interactive role with patients and medical providers in a fast-paced environment. Carries out clerical and reception duties to support patient care, billing and referrals, and medical department operations. Contributes toward improved quality of care and achievement of the mission and values of the Lummi Nation Health Center.

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

1. Reviews and completes any insurance claims for Medicaid, Medicare and private health insurances within EPIC work ques.
2. Assist with coding work ques to add modifiers as needed.
3. Responsible for front loading information pertaining to data entry of insurance.
4. Reviews all billing guidelines that are established through the insurance payers.
5. Completes billing within insurance guidelines to prevent timeliness.
6. Communicates with billing staff to ensure correct and timely payments on claims submissions.
7. Communicates with supervisor regarding any billing questions regularly.
8. Responsible for following Federal and State billing requirements on posted-payments, exclusions, and denial review.
9. Develops main points of contacts with insurance company to address any questions regarding eligibility and denials.
10. Must navigate through EPIC work ques and review documents to ensure all information is being reflected on claim.
11. Must verify patient insurance information provided within EPIC, cross-reference insurance websites, update patient insurances, and make notes of any updates.
12. Provides support Accounts Receivable Specialist, as needed.
13. Works with supervisor to address any new billing insurance specific guidelines to help improve billing policies & procedures.

14. Maintain good working relationship with co-workers and supervisor.
15. Participates in webinars, meetings and travel, when requested.
16. As other duties assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma
- Enrolled or finished Billing Course or have CPB/CPC with AAPC.
- Two (2) years of experience working in a medical office or related field.
- Must have experience with EPIC.
- Must have experience with Billing or coding.
- Must have experience working with Medicaid, Medicare and Private Health insurance for the last year
- Lummi/Native American/Veteran preference policy applies.

OR

- Associate degree in accounting, medical billing, medical coding, or related field.
- Two(2) or Three (3)years of experience working in a medical office.
- Two(2) or Three (3)years of experience with EPIC or medical software.
- Two(2) or Three (3)years of experience with billing or coding.
- Two(2) or Three (3)of experience working with Medicaid, Medicare, and Private Health Insurances.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to interpret and problem solve based on information derived from system reports.
- Demonstrate knowledge of ICD-10, CPT, HCPCS and CDT coding as an asset in order to acquire, interpret, and resolve problems within a patient's account.
- Knowledge of operations, priorities, and goals for the Alternate Resource Program.
- Ability to stay current with changes in policies and regulations of eligibility.
- Demonstrate understanding of pharmacy, medical, and dental coding requirements to produce a clean claim.
- Knowledge of established procedures and knowledge of required forms associated with various health insurance programs.
- Knowledge of the functions, policies, and organizational procedures of Lummi Tribal Health Center.
- 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.
- 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.
- Must have reliable internet.

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.

