



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: PRC Billing Specialist I

Contract Health Services (CHS) – Lummi Tribal Health Center (LNHC)

OPEN: October 15, 2026

EXEMPT: No

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

SHIFT: Day

LOCATION: LNHC

DURATION: Regular Full Time

CLOSES: Until Filled; 1st review 10/20/26

JOB CODE:

DIVISION: LNHC

DEPARTMENT: CHS/PRC

SUPERVISOR: CHS/PRC Supervisor

VACANCIES: 1

JOB SUMMARY: Screen CHS claims for payment or denial and determine CHS eligibility and applicable payment requirements. Perform accounts payable (AP) data entry and related billing functions.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Open/sort daily incoming mail and bill statements from patients.
2. Answer incoming phone calls and offer appropriate assistance.
3. Screen patient claims for other insurance, check CHS eligibility, and check for referrals on file. Notify vendors of patient's other insurance, if any, by phone, mail, or fax.
4. File processed claims and patient bill statements.
5. Identify possible alternate resources.
6. Identify claims paid upon request by a provider. Keep providers informed of CHS billing procedural requirements and LNHC/CHS liability.
7. Send denials to patients and vendors and maintain copies for records.
8. Ensure proper and timely notification to patients and others of denials and payments in accordance with LNHC regulations governing contract health care.
9. Provide technical CHS assistance to LNHC staff and providers and provide information to patients regarding CHS services and regulations.
10. Attach copies of checks to vouchers and mail to CHS vendors.
11. Create checks and balance checks before they print in AccuFund.
12. Track W-9 forms, maintain vendor information, and request W-9s for new vendors.
13. Send claims to appropriate companies for adjustment or reprocessing in a timely manner.
14. Prepare boxes and records for archiving.

15. Assist other CHS staff with claims as needed to minimize backlog.

CROSS TRAINED TO DO:

1. Input ER data into Excel for data/patient statistics.
2. Create invoices (P.O.), pay invoices (P.O.), and print EOBs.
3. Prepare CHS vouchers, attach required documentation, input into the computer, and balance accounts payable printouts to batch tape.
4. Input outpatient cost data into Excel for monthly savings statistics.
5. Assist with Identifying alternate resources and maintain CHS billing and payment records.
6. Ensure timely notification of denials and payments in accordance with CHS regulations.
7. Assist with review and calculate DRG claims and repricing on inpatient claims.
8. Assist with review and calculate Medicare Like Rates for outpatient claims.
9. Process vendor refund checks and refund requests as applicable.
10. CHEF case filing and tracking.
11. Assist with processing appeals by gathering required information and routing documentation to the appropriate person.
12. Process and pay dental claims.
13. Process third-party check entries.
14. Provide relief over at the clinic for the Healthcare Administrator when needed.

MINIMUM QUALIFICATIONS:

- Must have High School Diploma or GED.

AND

- One (1) year of experience in healthcare billing, claims processing, accounts payable, or related healthcare administrative work.
- One (1) year of experience with Microsoft Word/Excel, RPMS, Provider One, AccuFund, or similar software programs.
- One (1) year experience in EPIC or other healthcare EMRs *preferred*
- **Experience with 10-key preferred.**
- Must possess a valid Washington State Driver's License and meet eligibility requirements for Tribal insurance.
- Lummi/Native American/Veteran preference policy applies.
- LIBC Drug Free Workplace policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Basic knowledge of the CHS Program and LNHC policies, procedures, and regulations.
- Knowledge of CHS eligibility and priority requirements.
- Knowledge of Medicare Like Rates and third-party reimbursement sources and procedures.
- Basic understanding of CHS/PRC regulations, eligibility, and procedures.
- Knowledge of medical coding/terminology
- Ability to operate a ten-key adding machine with speed and accuracy.

- Filing experience and strong organizational skills.
- Good oral and written communication skills.
- Ability to sit and work at a computer for extended periods.
- Ability to review claims and supporting documentation for accuracy and completeness.
- Ability to prioritize work, meet deadlines, and work independently within established procedures.
- Maintain confidentiality and accurate patient and billing records.
- Ability to prioritize work, meet deadlines, and work independently.

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 is subject to extensive Criminal 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.