

## **POSITION DESCRIPTION**

**Title:** Business Office Manager

**Reports To:** Executive Director of Health and Human Services Director

**Supervises:** Billing Clerks, Accounts Receivable Clerks, Custodian

**Location:** Happy Camp

**Salary:** \$25,000 to \$35,000, depending on experience

**Classification:** Non-Entry Level

**Summary:** Shall provide direct supervision to the Billing Clerks, Accounts Receivable Clerks, and Custodian. Shall serve as a member of the ACQI Committee and shall implement organizational wide performance improvement activity and compliance with AAAHC standards. Shall be responsible for the direction of function and procedure that ensures that all claims are billed correctly and followed in a timely manner to ensure prompt resolution of the claims.

**Responsibilities:**

1. Shall ensure accurate and complete data entry for claims generations.
2. Shall provide assistance and supervision to the Business Office staff.
3. Shall be responsible for Business Office processes and policies.
4. Shall assure timely billing practices.
5. Shall assure billing compliance with all HIPAA regulations.
6. Shall identify, collect, and report relevant statistical data to reflect the activities of the Business Office staff.
7. Shall work with Finance Office to meet budgetary reporting.
8. Shall be responsible for completion of various state reports such as OSHPD.
9. Shall attend Health Management Team Meetings.
10. Shall process applications to enroll Providers into insurance programs such as Medi-Cal.
11. Shall process applications necessary to be able to bill insurance companies.

12. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
13. Other job related duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must possess High school Diploma or equivalent.
2. Must have working knowledge of RPMS System.
3. Must be familiar with the ICD System, Medical Terminology and must have basic knowledge of office procedures and machines.
4. Must have previous medical/dental billing experience.
5. Must possess sufficient organizational skills to handle a variety of duties.
6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must adhere to confidentiality policy.
8. Must provide documentation of immunity to measles and rubella or become immunized with the recommended vaccine and Hepatitis B vaccine. Must test annually for TB.
9. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Council Approved: March 13, 2003/Revised March 2, 2005/Revised January 10, 2008**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_