

POSITION DESCRIPTION

Title: Billing Clerk

Reports To: Business Office Manager

Location: Happy Camp, California

Salary: \$ 10.00 to \$13.00 per hour, depending on experience

Classification: Full Time, Regular, Non-Exempt, Non-Entry Level

Summary: Shall be responsible for all reports requested by the Executive Director of the Karuk Tribe Health and Human Services and the Chief Financial Officer, verification of all insurance, Medi-cal and Medicare information. Shall post charges for billing and assist with mailing monthly statements as requested. Shall assist A/R Clerks with insurance denials when requested.

Responsibilities:

1. Shall appropriately verify patient insurance and third party coverage information.
2. Shall efficiently ensure the confidentiality, security and safety of patient billing records and shall comply with the requirements of the IHS Privacy Act.
3. Shall competently file all billing records and collection records.
4. Shall accurately assist with insurance denials, constantly striving to keep the Age Detail at a minimum.
5. Shall accurately bill third party payers and private pay payers to reduce claim denials.
6. Shall efficiently print bills weekly and check them for accuracy before submitting them.
7. Shall appropriately create and maintain spreadsheets and provide monthly reports for Business Office Manager and the Chief Financial Officer as requested.
8. Shall efficiently access Medi-cal and Medicare websites watching for new regulatory information. Must demonstrate the ability to extract updates pertinent to the billing department and exhibit the ability to share the information with co-workers or the organization when requested.
9. Shall accurately ensure that all claims are coded, processed, and sent out within five (5) working days of receipt in the department.

10. Shall accurately process a minimum of 600 claims per month.
11. Shall be readily available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested including use of Diagnosis codes and procedural codes, demonstrating competence of their use.
12. Is courteous in accepting other job duties as assigned.

Qualifications:

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

Requirements:

1. Must possess a valid California Driver's License, good driving record, and be insurable by the Tribe's insurance carrier.
2. Must have High School Diploma or equivalent.
3. Must possess basic office skills ex; good tele-communication skills, keyboarding with a minimum speed of 40-45 wpm, ten key adding machine and typewriter. Must have basic understanding of Excel and Word software.
4. Must have basic understanding of billing software, knowledge of Business Math and ability to work independently.
5. Demonstrates the ability to participate in departmental cross training and job sharing.
6. Successful completion of Medical Terminology providing documentation or willingness to enroll and successfully pass within one year of employment.
7. Must strictly adhere to confidentiality policy.
8. Must provide documentation of immunity to measles, rubella and /or become immunized with the recommended vaccines, including Hepatitis B.
9. Must test annually for TB.
10. 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: Revised September 8, 2005, October 6, 2005, January 3, 2008, July 12, 2012

Chairman's Signature: _____

Employee's Signature: _____