



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

Red Cliff Tribal Council

JOB DESCRIPTION

- POSITION:** Medical Billing Specialist
- LOCATION:** Red Cliff Community Health Center
- SALARY:** \$13.00 - \$15.00 per hour, depending on qualifications, plus benefits
- SUPERVISOR:** Patient Administration Department Head

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

JOB SUMMARY:

This position is responsible for the submission of claims for payment for all care and services provided to eligible persons under the auspices of the Red Cliff Community Health Center. In addition, this position has clerical, support responsibility to insure those provider certifications, contracts with fiscal intermediaries, and other mechanisms which enable the Health Center to receive reimbursement for the provision of care and services are in place and current.

DUTIES AND RESPONSIBILITIES:

1. Review all medical information for accuracy and completeness prior to inclusion for billing.
2. Prepare individual financial records, abstract and interpret data from the individual medical records in preparation of and the submission of claims for reimbursement for care and services.
3. Identifies billing requirements by requesting and obtaining information from the payers.
4. Completes timely and accurate claim filing to third party payers including: Medicare; Medicaid; Private Insurance; Worker's Compensation and other financially responsible parties.
5. Ensures compliance with established department billing standards by monitoring all denied claims and unbilled claims and taking action according to Denial Management Policy.
6. Participate and give suggestions on improving and expanding services as it pertains to billing and collections.
7. Understand terms and fee schedule for all contracts for which bills are submitted.
8. Work Quality Assurance/error reports in timely and accurate manner.
9. Identify and report problems and/or opportunities to supervisor in a timely fashion.

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10. Complete monthly and annual reports as required by Health Center Administration, the Health Board, Tribal Council, regulatory bodies, and/or third party payors. Maintain a record of all reports and supporting documentation as required.
11. Maintain an adequate inventory of office supplies, forms, and other materials needed to perform these duties in accord with Health Center budgetary and fiscal constraints.
12. Participate in quality assurance and other efforts undertaken within the Health Center that assure appropriate care and services.
13. Maintains customer confidence by safeguarding the privacy of patient medical and financial data and protects operations by keeping information confidential.
14. Maintain a clean and safe physical environment.
15. Present a professional, caring image for the Health Center and its programs.
 - a. Maintain a cooperative relationship with other Health Center staff and co-workers; in particular establish a collaborative working relationship with receptionist, medical records, and other support staff within the Health Center.
 - b. Demonstrate tact, courtesy, and respect in communication and interaction with Health Center patients, visitors, and staff and with outside agencies and programs.
 - c. Promote a working environment noted for effective cooperation and collaboration between programs, services, and co-workers
 - d. Complies with business principles, ethical standards, legal obligations, and adheres to Red Cliff Health Center's policies and Procedures.
16. Maintains technical knowledge and skills by attending educational seminars and in-service workshops and through continuing education with approval of Health Center Administration.
17. Attend staff and other meetings and Health Center events as directed by supervisor.
18. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or as deemed necessary by the supervisor.

KNOWLEDGE: Computer literacy, in particular, the use of word processing and spreadsheet software. Knowledge of medical billing and business office procedures. Previous two years medical, healthcare, and/or insurance experience. Billing/coding experience preferred. Knowledge of electronic billing and submission process. Related experience that provides clear evidence of the knowledge and skills required to perform the assigned duties.

QUALIFICATIONS:

1. High school diploma, GED or HSED.
2. Course in medical terminology; preferred.

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3. Training courses in ICD-9, ICD-10 and CPT medical coding; preferred.
4. Dependability.
5. Sound judgement and the ability to respond to unusual circumstances.
6. Ability to deal constructively with conflict.
7. Ability to plan, coordinate, and direct varied and complex operations
8. Ability to work with diverse populations (clients or patients, co-workers, professional staff, administration, outside agency staff, and the general public.
9. Good communication skills, written and oral.
10. Must have a valid driver's licenses, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

PERSONAL CONTACTS: Tribal staff, community members, and other agency staff.

PHYSICAL REQUIRMENTS: The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed in overhead storage or shelving.

WORK ENVIRONMENT: The assigned work area will be maintained as clean, non-smoking, and well ventilated with adherence to all safety requirements when client contacts are within the Red Cliff Community Health Center. Private residences, when utilized for professional activities, will not necessarily meet the criteria of the established environmental safety regulations. Hazards: Exposure to the hazards of the health care industry.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Image or Name of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

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APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: September 8, 2017

DEADLINE: Open Until Filled

FOR FURTHER INFORMATION CONTACT:

Red Cliff Band of Lake Superior Chippewa

Human Resources Department

88385 Pike Road, Highway 13

Bayfield, WI 54814

www.redcliff-nsn.gov

susie.gurnoe@redcliff-nsn.gov

(715) 779-3700 ext. 4268

The Red Cliff Community Health Center is a Drug-Free Workplace in accord with the Drug-Free Workplace Act of 1988, P.L. 100-690, and has a Drug-Free Workplace Policy in effect.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement the application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

This job description is subject to change at employer's discretion, after consultation with the employee.

THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.

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2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 12 paid holidays.

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