



Job Position: Medical Biller	Status: Part Time/Non-Exempt
Division: Health Department	Salary: Based on Experience
Posting Date: September 10, 2020	Closing Date: September 25, 2020

Job Description

Summary:

The Medical Biller is responsible for generating third party alternate resource claims and tracking insurance claims and payments; responsible for the examination, verification and maintenance involved in processing alternate resources reimbursement and performing other related support duties in the Third Party Reimbursement Program.

Essential Duties and Responsibilities include the following.

- Receives and examines alternate resources claims to assure claims are complete with appropriate supporting documents which typically include utilization review certifications.
- Verifies accuracy of health claim numbers, claim amounts, and services billed are allowed by appropriate regulations, decisions, directives, and other controlling guides, identifies errors, omissions, duplications in documents and contact the appropriate individual to resolve problems.
- Responds to any questions or problems with claims processing, such contacts involve a variety of program and accounting related matters, interpretation of regulatory material and determining the applicability of guidelines and instructions to problems or situations, in many instances, are not specifically covered;
- Makes recommendations for changes in methods and procedures, information disseminations and other processing matters to resolve recurring problems and expedite processing actions.
- Maintains accounts receivable and overall controls for reimbursement contracted amounts from Insurance payer; makes recommendations for changes in procedures for recurring problems.
- Maintains timely filing system which Includes third party documents, remittance claims and transmittals from third party documents, of changes in coverage or billing procedures.
- Performs quarterly health care claims; researches medical records to correct monthly error reports generated; Completes monthly eligibility report and submits for computer entry.
- Utilizes client management system to perform a variety such as extracting and listing items from test, printing, formatting, filing in archives, recalling, etc.

- Perform other duties as signed.

Competencies:

- Maintain absolute confidentiality, adhering to HIPPA guidelines and the Privacy Act
- Knowledge of principles and processes for providing customer and personal service, including performing a needs assessment.
- Knowledge of information and techniques needed to diagnose and treat patients, including symptoms, treatment alternatives, drug properties and interactions and preventive healthcare measures.
- Knowledge of administrative and clerical procedures and systems, such as managing files and records, transcription, designing forms and other office procedures and terminology.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

A high school diploma or GED is required; Higher education is a plus.

Minimum one year administrative experience required, preferably in a health care organization

Certificates and Licenses:

- Must possess a valid State Driver's License
- Must successfully pass a criminal background check
- HIPPA Certification required

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is primarily a sedentary position; sitting for long periods of time is required. There may be some walking and must be able to lift up to 5-10lbs. Candidates must have good eye and hand coordination

This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS. Proof of tribal citizenship is required to be deemed preference eligible.

SELECTION PROCESS:

All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting. Applications and resumes received after the closing date will not be considered for the position.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- **Tribal employment application** that is complete and provides all information requested;
or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE); Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

To apply for this position, interested candidates must submit their completed application, or cover letter and resume to:

Tunica-Biloxi Tribe of Louisiana
Attn: Human Resources
150 Melacon Rd.
Marksville, La. 71351
OR
HR@tunica.org