VACANCY ANNOUNCEMENT

POSITION TITLE: MEDICAL BILLING AND CODING SPECIALIST

SUPERVISOR: BILLING AND BENEFITS MANAGER-CAC

OPEN: UNTIL FILLED

SALARY: $29.00-$31.50 HOURLY DOE/DOQ

REPRESENTATIVE DUTIES INCLUDE: Billing and Coding, Claim Submission, Verification of insurance coverage, prior authorizations, denials management, payment posting, financial reporting, compliance and regulation, credentialing, and help with front desk coverage as needed. The ideal candidate will have a strong understanding of healthcare billing procedures, exceptional attention to detail, and the ability to collaborate with all relevant stakeholders, including patients, providers, office staff and government and commercial payers.

MINIMUM QUALIFICATIONS:
1. High school diploma or equivalent
2. Certification in Medical Billing and Coding (e.g., CPC, CBCS).
3. Two (2) years of experience as a medical billing specialist in a healthcare setting.
4. Proficiency in medical coding (ICD-10, CPT, HCPCS) and familiarity with billing software and electronic health records.
5. Strong knowledge of insurance billing processes, claim submission, and reimbursement.
6. Excellent communication and interpersonal skills.
7. Detail-oriented with a high level of accuracy in data entry and record-keeping.
8. Ability to maintain confidentiality and oversee sensitive patient information.
10. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

This position is at will and does not create a contractual relationship between the tribe and the employee.

MUST RECEIVE APPLICATIONS: Open Until Filled. The Skokomish Tribe’s Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe’s policies.

Reviewed and approved

CEO Initial: ____ Date: ______

2/1/2024