JOB DESCRIPTION

POSITION TITLE: MEDICAL BILLING AND CODING SPECIALIST

SUPERVISOR: BILLING AND BENEFITS MANAGER-CAC

SALARY: $29.00 - $31.50 HOURLY DOQ/DOE

NATURE OF WORK: Skokomish Health Center is a dedicated wellness center providing quality services to the people of our community to help them achieve a balanced physical, emotional, mental, and spiritual way of life. We are seeking a detail-oriented and experienced Medical Billing and Coding Specialist to join our team and assist in the accurate and timely filing and collection of medical bills. 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.

REPRESENTATIVE JOB DUTIES:

1. BILLING AND CODING:
   a. Work with providers to ensure charges are entered in a timely manner.
   b. Review the accuracy of assigned medical codes for procedures, diagnosis and services rendered.
   c. Ensure compliance with coding guidelines, healthcare regulations, and insurance requirements.

2. CLAIMS SUBMISSION:
   a. Prepare and submit medical claims that require additional attention to insurance companies, government agencies, and other third-party payers.
   b. Monitor and track the status of claims to ensure timely reimbursement.

3. VERIFICATION OF INSURANCE COVERAGE AND PRIOR AUTHORIZATIONS:
   a. Obtain prior authorizations required for procedures.
   b. Verify patient insurance coverage and eligibility.
   c. Report and address any discrepancies or issues related to insurance information.

4. DENIALS MANAGEMENT:
   a. Appeal claims denials, work closely with insurance companies to resolve issues, and maximize reimbursement.
   b. Work with management to identify denial trends and investigate root causes for denials.

5. PAYMENT POSTING:
   a. Record and reconcile payments received from insurance companies.
   b. Ensure proper allocation of payments and adjustments in the billing system.
6. **FINANCIAL REPORTING:**
   a. Generate and analyze financial reports related to billing and collections.
   b. Provide regular updates to management on key performance indicators and revenue cycle metrics.

7. **COMPLIANCE AND REGULATION:**
   a. Stay informed about changes in healthcare regulations, coding guidelines, and billing practices.
   b. Ensure adherence to compliance standards and participate in audits, as necessary.

8. **COLLABORATION:**
   a. Collaborate with providers, clinical staff, and administrative teams to resolve billing-related issues and optimize revenue cycle processes.

9. **FRONT DESK COVERAGE:**
   a. Assist the front desk staff and by checking-in patients, as requested by supervisor.

10. **CREDENTIALING:**
    a. Ensure that individuals have the required qualifications, certifications, licenses, or degrees.
    b. Examine and validate documents such as transcripts, certificates, and licenses to confirm their authenticity.
    c. Update and maintain accurate records in credentialing databases to track the status and validity of credentials.
    d. Ensure that the credentialing process complies with relevant laws, regulations, and industry standards.
    e. Keeping up to date with the changes in regulations or requirements that may impact credentialing processes.

**REQUIRED 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. Candidate must have a valid driver’s license and be eligible for the Tribe’s automobile insurance.
11. Must be able to work in a team environment.
12. Strong organizational, communication and interpersonal skills preferred.
13. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

**PREFERRED QUALIFICATIONS:**
1. Additional education in healthcare administration or related fields.
2. Experience working with Electronic Health Record system.
3. Experience working within a tribal health clinic.
4. Proficiency in Microsoft Office Suite.
**Behavior 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.

**CONFIDENTIALITY:** The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

**DRUG-FREE WORKPLACE POLICY:** The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers, and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

**PREFERENCE:** The Skokomish Tribe’s Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

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

**APPLICATION INSTRUCTIONS**

Application must be filled in completely (Do not write see resume). APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED

**NOTE:** Resumes and Cover Letters are only accepted in support of the application

**JOB DESCRIPTION APPROVAL:**

CEO: ___________________________ Date: ____________

Employee: ___________________________ Date: ____________