



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

VACANCY ANNOUNCEMENT

POSITION TITLE: MEDICAL BILLING AND AUTHORIZATION SPECIALIST

SUPERVISOR: BILLING & BENEFITS MANAGER

OPEN: OPEN UNTIL FILLED

SALARY: \$25.50-\$28.00 HOURLY DOE/DOQ 1 FTE

REPRESENTATIVE JOB DUTIES : The Medical Billing and Authorization Specialist plays a vital role in ensuring accurate claim submission, timely reimbursement, and effective follow-up on outstanding claims. This position is also responsible for securing pre-approvals for future and recurring services from insurance providers. The ideal candidate will possess in-depth knowledge of medical terminology, insurance payer systems, and medical office operations. As part of our community-focused clinic, this role requires onsite work to support seamless operations and patient care. Our community focused clinic requires staff to work onsite. Submits claims to insurance companies electronically or by mail. Submits, monitors and ensuring authorizations of services are current and submitted timely Communicates with insurance companies and insurance adjustors daily via phone or portals Follows up on unpaid claims and denials

MINIMUM QUALIFICATIONS:

1. High School diploma or equivalent combination of education and experience
2. Minimum two years of healthcare authorization, billing, and/or denials experience
3. Medicaid and Medicare experience preferred
4. Demonstrated time and task management
5. Ability to interpret and navigate billing software and diverse insurance payer portals
6. The candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
7. Must be able to work in a team environment.
8. 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 the 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: ____

11/13/2024