



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

JOB DESCRIPTION

POSITION: MEDICAL BILLING AND AUTHORIZATION SPECIALIST

SUPERVISOR: BILLING & BENEFITS MANAGER

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

NATURE OF WORK: 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.

REPRESENTATIVE JOB DUTIES:

1. Submits claims to insurance companies electronically or by mail
2. Submits, monitors and ensuring authorizations of services are current and submitted timely
3. Communicates with insurance companies and insurance adjustors daily via phone or portals
4. Follows up on unpaid claims and denials
5. Submits required documentation and forms to insurance companies
6. Answer patient inquiries regarding billing and insurance coverage
7. Submits claims or pre-authorization request to insurance companies electronically or by mail
8. Enters authorization information into the Electronic Health Record (EHR) and payer portals
9. Process payments from insurance companies
10. Collaborates with healthcare providers to resolve billing discrepancies
11. Manage correspondence and provides detailed notes in the EHR system for all communication with insurance companies, patients, clinic staff, and billing staff.
12. Maintains confidentiality of all information pertaining to clients, families, and employees.
13. Other duties as assigned

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. Excellent written and verbal communication skills.
7. The candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
8. Must be able to work in a team environment.
9. Strong organizational, communication and interpersonal skills preferred.
10. The selected candidate must successfully complete a pre-employment drug screen test, and a complete finger print background investigation, including relevant criminal history, prior to employment.

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 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.

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

The 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: _____