



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 SPECIALIST

SUPERVISOR: BILLING AND BENEFITS MANAGER

OPEN: OPEN UNTIL FILLED

SALARY: \$24.00-\$35.00 DOE/DOQ 1 FTE

REPRESENTATIVE DUTIES INCLUDE: This position is responsible for performing comprehensive medical billing and third-party revenue cycle functions for the Health Department. The Medical Billing Specialist ensures healthcare services are accurately documented, coded, billed, tracked, and reimbursed in accordance with Tribal policies, payer requirements, Indian Health Service (IHS) guidance, and applicable state and federal regulations. The position manages claims throughout the billing cycle, including verification of patient demographics and insurance coverage, review of charge and coding information, claim preparation and submission, payment and adjustment posting, Explanation of Benefits (EOB) and remittance review, denial management, claim corrections and resubmissions, accounts receivable follow-up, and resolution of outstanding or underpaid claims.

MINIMUM QUALIFICATIONS:

1. High school diploma or GED.
2. Minimum of two (2) years of experience working in a medical office, clinic, hospital, or healthcare billing environment.
3. Minimum of two (2) years of experience using an electronic health record and/or medical billing system.
4. Working knowledge of insurance billing, claims processing, EOB review, prior authorization processes, and reimbursement practices.
5. Working knowledge of ICD-10-CM, HCPCS, and CPT coding.
6. Knowledge of HIPAA, confidentiality, and healthcare privacy requirements.
7. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
8. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
9. Must be able to work in a team environment.
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.

8/19/2026

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: ____