



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

JOB DESCRIPTION

POSITION TITLE: MEDICAL BILLING SPECIALIST

SUPERVISOR: BILLING AND BENEFITS MANAGER

SALARY RANGE: \$24.00-\$35.00 HOURLY DOE/DOQ

NATURE OF WORK: 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. The position identifies billing errors, missing documentation, authorization issues, coding discrepancies, and payer requirements that may delay or prevent reimbursement and work with clinical staff, patients, insurance carriers, and other parties to resolve those issues timely. The Medical Billing Specialist works with Medicare, Medicaid, commercial insurance, managed care plans, and other applicable third-party payers and must understand reimbursement requirements applicable to Tribal health programs. The position monitors open claims and accounts receivable, follows established timely filing requirements, research unpaid and denied claims, and takes appropriate corrective action to support accurate and timely reimbursement. The position is responsible for maintaining accurate, complete, confidential, and audit-ready billing records and supporting documentation and for assisting with reconciliation, reporting, internal controls, audits, and other revenue-cycle monitoring activities. The Medical Billing Specialist contributes to the financial sustainability of the Health Department by helping ensure that all allowable third-party revenue is appropriately billed, collected, recorded, and reconciled while maintaining professional and effective communication with patients, providers, coworkers, and payer representatives.

REPRESENTATIVE JOB DUTIES:

1. Review claims, EOBs, denials, and supporting documentation to determine appropriate payment, denial, correction, or follow-up action.
2. Process claims and EOBs in a timely manner in accordance with tribal policy, payer rules, and other applicable state and federal regulations.
3. Work collaboratively with providers, clinic staff, patients, outside vendors, and insurance carriers to ensure claims are managed accurately and timely.
4. Maintain complete, accurate, and audit-ready hard copy and electronic files in compliance with tribal policy, HIPAA, payer requirements, and other applicable laws and regulations.
5. Respond to telephone, fax, in-person, and electronic inquiries related to claims, EOBs, prior authorizations, and billing matters.
6. Submit prior authorization requests to insurance carriers and serve as a resource to clinic staff regarding authorization requirements and payer processes.

7. Submit prior authorizations for dental and medical services as required.
8. Utilize applicable electronic health record and billing systems, including department-approved systems.
9. Review open claims/EOBs, pending documentation, and payment issues on a routine basis and complete follow-up with patients, providers, facilities, and insurance carriers to ensure timely payment resolution.
10. Perform all duties in compliance with current Health Department Standard Operating Procedures (SOPs), tribal policy, and applicable regulatory requirements.
11. Provide backup support for related medical office, patient access, registration, or front office functions as assigned by the Billing and Benefits Manager.
12. Assist with new patient intake, registration coordination, insurance verification, and benefits-related processes as assigned.
13. Complete medical billing duties including claim submission, payment posting, denial review, correction, redirect open FURC's (follow up reason codes) and claims as directed.
14. Meet regularly with the Billing and Benefits Manager or designer to review pending claims, EOBs, payment issues, and work priorities.
15. Participate in Health Department meetings, planning activities, quality improvement efforts, and workflow development to improve department efficiency and service delivery.
16. Establish and maintain positive, professional, and effective working relationships with patients, tribal staff, providers, outside facilities, vendors, and insurers.
17. Assist patients, providers, and vendors in resolving barriers related to authorizations, claims, EOBs, insurance, and billing matters in a timely and professional manner.
18. Support internal and external audits, monitoring activities, reporting requirements, and records review processes as assigned.
19. Complete the Tribal Assister Training within the first 6 months of hire.
20. Assist clients with Washington Healthplanfinder application, and keep records of all applicants, and maintain filing system of records.
21. Maintain files of all employees for IHS onboarding training.
22. Perform other duties as assigned.

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. 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 background investigation, including relevant criminal history, prior to employment.

PREFERRED QUALIFICATIONS

1. Associate degree in Accounting, Medical Office Technology, Health Information, Business, or related field.
2. Experience using IHS-RPMS, CHS, RCIS, or related IHS/tribal health systems.
3. Medical billing and coding certification.
4. Accounts payable, payment processing, or healthcare finance experience.
5. Experience working with tribal health programs, third-party liability, Medicaid, Medicare, and commercial insurance.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of medical billing practices, reimbursement methodologies, and claims follow-up procedures.
2. Ability to read and interpret claims, remittance advice, EOBs, fee schedules, payer correspondence, and supporting documentation.
3. Ability to maintain accurate records, logs, reports, and tracking systems.
4. Ability to prioritize multiple tasks, meet deadlines, and manage sensitive information with a high degree of accuracy.
5. Ability to communicate clearly and professionally with patients, providers, vendors, insurers, and coworkers.
6. Ability to exercise sound judgment, maintain confidentiality, and work independently and as part of a team.
7. Ability to learn and apply tribal, departmental, payer, state, and federal rules and procedures.

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. Get 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: _____

