



## Consolidated Tribal Health Project, Inc.

### Billing Clerk I

Department: Finance/Billing	Reports To: Billing & Front Desk Manager
FLSA Status: Non-Exempt	Pay Grade: 2
Classification: RFT/RPT/INT/TEMP	Hours of Work: 40
Covered Position: No	Approved: 3/19/21

#### Job Summary

This position reviews and verifies billing codes and approves billing forms to ensure compliance with established coding guidelines and billing process.

#### Job Duties & Responsibilities

- Compiles, sorts, verifies, and assures sequencing, diagnoses, procedures, and supplies are documented by providers and are valid and complete, and submits billings to appropriate payers using the electronic health record (EHR).
- Enters dental procedures and ICD-10 CM codes from dental progress notes into EHR (Dental Data Systems Menu) and PCC Data Entry Module and submits those bills to the appropriate payer.
- Communicates, prepares and tracks all incomplete notice to resolve questions, inconsistencies or missing data.
- Verifies and updates patient insurance information and demographics.
- Periodically attends seminars on billing and coding to keep current for proper billing compliance.
- Cross-train in other areas of responsibility as assigned by manager.
- Works all aging's and credit balances.
- Works with all mail returns by third party payers.
- Processes dental crossovers in EHR and submits those bills to appropriate payers.
- Answers phones on agent system as a team approach.
- Schedule appointments, in Dental, Medical, and Behavioral Health.
- Helps patients with any billing question or issue.
- Processes and works all remit advices (RAs), posting those payments to EHR and forwarding any explanation of benefits (EOBs) as defined.
- Work as PSR as needed, as assigned by supervisor.

#### Minimum Qualifications (Education & Experience)

- High school diploma or equivalent.
- Two (2) years of patient account billing and/or coding experience using ICD-10 CM, CPT, and HCPCS.
- A combination of experience, education, and training may substitute for degree requirements on a year for year basis.

### **Preferred Qualifications (Education & Experience)**

- Associate degree in healthcare management.
- Four (4) years of patient accounts billing and/or coding experience using ICD-10 CM, CPT, and HCPCS.
- Indian Preference applies to all Consolidated Tribal Health Project (CTHP) positions in accordance with CTHP Policy and applicable federal law.

### **Necessary Knowledge, Skills, and Abilities**

- Maintains knowledge of coding trends, medical terminology, anatomy, physiology.
- Working knowledge of medical and dental billing and coding guidelines within federal and state regulations (i.e., Medicare, Medi-Cal guidelines).
- Strong understanding and sensitivity to American Indian/Tribal culture and lifestyle, working effectively with American Indian/Alaska Native populations.
- Effective oral and written communications skills with sensitivity to lifestyles of targeted participants.
- Skills in operating personal computer using a variety of computer software.
- Ability to establish and maintain cooperative working relationships with management, coworkers, and outside contacts.
- Ability to maintain strict confidentiality and comply with all applicable federal and tribal privacy laws, as well as CTHP policy (HIPAA, HITECH, etc.).
- Ability to learn and apply program/agency operating policies and procedures.
- Ability to manage multiple priorities and tasks concurrently and meet deadlines.
- Ability to work independently as well as with teams.

### **Working Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and/or sit. The employee is occasionally required to walk; sit and climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision and depth perception. The noise level in the work environment is usually average.

**Conditions of Hire**

- In accordance with CTHP policy, all employment at CTHP is "at will" and based on mutual consent. This means that the employee or CTHP may terminate employment at any time and for any reason with or without notice. No term of employment is expressed or implied for this "at-will" position.
- May be required to possess and maintain a valid driver license or capable of obtaining one; as well as be insurable by CTHP's company insurance.
- CTHP complies with the Drug-Free Workplace Act of 1988, whereby employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of drugs or alcohol, and must pass a pre-employment and subsequent random drug and alcohol screening to be eligible for and maintain employment.
- CTHP has several positions which must comply with the P.L. 101-630 Indian Child Protection and Family Violence Protection Act (ICPA); all employment offers in the "covered" classification are conditional until CTHP has received a Federal criminal background check verifying eligibility to work in these programs.
- Due to providing healthcare services, employees are subject to an annual TB screen and flu shot, should an employee opt to not take the flu shot they will be required to wear a face mask during flu season.

This Job Description describes the essential duties and qualifications. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job; management has the exclusive right to alter or add to this job description at any time without notice. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional duties as assigned.

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Employee Printed Name

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Employee Signature

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Date

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Supervisor Printed Name

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Supervisor Signature

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Date