



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Dental Billing Specialist**
SUPERVISOR: **Billing Supervisor**
LOCATION: **Peter Christensen Dental**
POST DATE: **August 13, 2018**
CLOSING DATE: **August 27, 2018**

General Description: The primary responsibilities of this position is to prepare, and maintain all insurance bills for patients and assist with maintenance of all outstanding accounts in an accurate and efficient manner. To create excel reports and graphs for tracking.

Qualifications: High School Diploma or equivalent is required. Two years or more experience and or certification in dental or medical billing is required. Experience in excel to develop reports and graphs. Knowledge of dental terminology and CDT coding.

Salary: \$12.00-\$17.00 per hour/ Dependent upon qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located via website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Dental Billing Specialist

B. DEPARTMENT: Peter Christensen Dental Clinic

C. SUPERVISOR'S TITLE: Billing Supervisor

D. DESCRIPTION OF DUTIES: The primary responsibilities of this position is to prepare and maintain all insurance bills for patients and assist with maintenance of all outstanding accounts in an accurate and efficient manner . Create reports and graphs using Excel. Specific position responsibilities include, but are not limited to the following:

- 1) Prepare, maintain and file billing records for the following services: dental, hygienist and all other specialty billings.
- 2) Assist in re submission of bills with corrections for payment.
- 3) Assist with maintaining current dental insurance records for patients.
- 4) Assist in verifying active insurance coverage on patients.
- 5) Assist with 90 day accounts receivable reconciliation.
- 6) Assist in daily deposits.
- 7) Participate in continuing education, which promotes personal and professional growth.
- 8) Assist in excel reports and graphs for charting.
- 9) Attend staff, team and departmental meetings as required.
- 10) Compile FQHC labs.
- 11) Posting 3rd party and medical assistant checks to patients accounts.
- 12) Complete prior auths or pre-determinations for patients
- 13) Misc. other billing duties.
- 14) Other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with the general public and PCDC staff.
2. **External:** Occasional contact with the residents of the community.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Daily supervision and directive given by Billing Supervisor

H. EDUCATION: High School Diploma or equivalent is required. Two years or more experience and or certification in dental or medical billing is required.

I. EXPERIENCE: Experience with dental and medical insurance claims and posting insurance payments and adjustments. Knowledge of Dentrix preferred. Strong attention to detail required. Experience in excel to develop reports and graphs. Familiar with Dental

Terminology and CDT. Proficient at using office equipment and computer software (both PC and mainframe based).

J. SKILLS:

1. Well organized, efficient, and able to have excellent time management skills.
2. Self-starter who is able to function with limited direct supervision.
3. Ability to communicate effectively and amiably (with courtesy and tact) with patients, insurance company representatives, area client/organization, staff, and providers.
4. Ability to maintain confidentiality regarding all matters relating to patients.
5. Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and /or reference data, statutes and /or guidelines and /or group, rank investigate, and diagnose.
6. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.
7. Requires the ability to exercise judgment, decisiveness, and creativity in situations involving a variety of generally predefined duties, which are often characterized by frequent change.
8. Must be able to interact with other departments within the Tribe in the spirit of cooperation and teamwork.
9. Must be able to maintain an atmosphere of trust, fairness, and respect and be mutually supportive with coworkers.
10. Must be able to maintain strict confidentiality.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Dental Office environment
2. **Exposure to Hazards:** Working in a dental clinic presents a potential exposure to blood borne pathogens and or bodily fluids; however, OSHA regulations are followed and monitored by the Dental Director.
3. **Physical Requirements:** Must be able to lift 50 lbs., bend and sit frequently and for long periods of time, answer telephones with or without a headset, and be able to use a PC and it's components for long periods of time.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Dental Billing Specialist to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrates a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization of the Lac du Flambeau Community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURE:

Employee **Date**

Manager **Date**

HR Director **Date**

Tribal Administrator **Date**