



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

REPOST REPOST

JOB TITLE: **Dental Billing Specialist**
SUPERVISOR: **Billing Supervisor**
LOCATION: **Peter Christensen Dental**
POST DATE: **July 5, 2018**
CLOSING DATE: **July 19, 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 required. Experience in excel to develop reports and graphs. Knowledge of dental terminology and CDT coding.

Salary: \$12.00-\$20.00 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 functions: Physician, Hygienist, and all other specialty bills for dental.
2. Assist with resubmission 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. Assist with HIPAA compliance/attend committee meetings for the HIPAA group.
8. Assist with compliance, filing, and maintaining documentation and preparing billing for the Medical Relief Block Grant.
9. Participate in continuing education, which promotes personal and professional growth.
10. Assist in excel reports and graphs for charting.
11. Cross train to the reception desk when needed.
12. Attend staff meetings as required.
13. Other duties 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 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 and efficient.
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. Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surfaces areas, volumes, weights and measures.
7. Requires ability to apply principles of rational systems. Ability to interpret instruction furnished in written, oral, diagrammatic, or schedule form.
8. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.
9. 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.
10. Must be able to interact with other departments within the Tribe in the spirit of cooperation and teamwork.
11. Must be able to maintain an atmosphere of trust, fairness and respect and be mutually supportive with coworkers.
12. 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, sit frequently and for long periods of time, answer telephones without a headrest, use a PC and its 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.

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 and 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. SIGNATURES:

Employee

Date

Manager

Date