



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** **Medical Billing Clerk**  
**SUPERVISOR:** Business Office Manager  
**LOCATION:** Peter Christensen Health Center  
**POST DATE:** **March 22, 2016**  
**CLOSING DATE:** **April 5, 2016**

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**General Description:** The purpose of this position is to obtain accurate reimbursement for healthcare claims utilizing medical classification codes to assign procedure and diagnosis codes for insurance billing. If a claim is denied due to incorrect coding, conducts medical records research and corresponds with insurance companies and healthcare professionals to resolve the issue.

**Qualifications:** High School diploma or equivalency required. Associate degree preferred.

**Salary:** \$12.00-\$13.00 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 requested via phone or email and 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](mailto: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:** Medical Billing Clerk

**B. DEPARTMENT:** Peter Christensen Health Center

**C. SUPERVISOR'S TITLE:** Business Office Manager

**D. DESCRIPTION OF DUTIES:** The purpose of this position is to obtain accurate reimbursement for healthcare claims utilizing medical classification codes to assign procedure and diagnosis codes for insurance billing. If a claim is denied due to incorrect coding, conducts medical records research and corresponds with insurance companies and healthcare professionals to resolve the issue. The following responsibilities included but are not limited to:

1. Accurately prepare and maintain billing records for all billable resources prepared within the business office for all services rendered according to guidelines and payor standards.
2. Accurately prepare and maintain billing records for all inpatient services as well as ancillary procedures, i.e. lab, radiology, nutrition, diabetes and other miscellaneous services provided.
3. Verify patient insurance prior to processing pending charges for most accurate and up to date information.
4. Provide direction with resubmission of bills for payment with corrections when problems occur.
5. Responsible for daily development and review of journals for errors and corrections prior to submission for accuracy.
6. Perform random provider chart audits to verify documentation to charges for errors and/or lack of information needed for proper billing.
7. Assist with coverage and payment processing in business office as needed to keep the business office running smoothly.
8. Assist with billing and coding education for providers and other staff as necessary.
9. Maintain strict patient confidentiality according to HIPAA standards.
10. Attend training as requested.
11. Identifies appropriate quality controls for assigned areas of responsibility and ensures that monitoring, as well as, process improvement is occurring.
12. Works toward achieving implementation of AAAHC certifications and conducts appropriate follow-up.
13. Performs related duties as directed.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Peter Christensen Health Center Staff and Tribal Center Staff
2. **External:** Frequent contact with patients, insurance companies and medical facilities.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Business Office Manager

**H. EDUCATION:** High school diploma or equivalency required. Associate degree preferred.

**I. EXPERIENCE:** One year previous experience required and/or training involving billing and 3rd party insurance carriers preferred.

**J. SKILLS:**

1. Knowledgeable of ICD-10 and CPT coding systems.
2. Knowledgeable of medical terminology, disease processes, and medical procedures.
3. Ability to communicate with providers and their staff.
4. Ability to work within stressful situations while maintaining a professional, non-judgmental demeanor.
5. Knowledge of healthcare industry billing practices and provider ancillary reimbursement strategies.
6. Proficiency in Microsoft Word and Excel.
7. Strong interpersonal, written and verbal communication skills.
8. Detail-oriented, self-directed/motivated
9. Ability to work independently and develop constructive and cooperative working relationships with other departments and organizations.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Office setting where the pace of work can be stressful and busy at times.
2. **Exposure to Hazards:** May be potentially exposed to communicable diseases.
3. **Physical Requirements:** Prolonged sitting, with occasional walking and standing. Constant lifting of negligible weight and up to 10lbs., occasionally

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Medical Billing Clerk 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 may tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and will be subject to disciplinary action.

**M. OTHER:** 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:**

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Tribal Administrator

Date