

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Billing Clerk II**

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<b>EXEMPT: No</b>	<b>JOB CODE: 4-TS T6</b>
<b>TARGET SALARY: \$17.91 to \$19.90/DOQ</b>	<b>SHIFT: M-F 8 – 5 p.m.</b>
<b>PROGRAM: Clinic</b>	<b>LOCATION: 250 Fort St.</b>
<b>REPORTS TO: Business Manager</b>	

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**SUMMARY:** The primary purpose of this position is the overall responsibility for the major segments of the accounts receivable management function. This responsibility includes the submission of the properly executed claims on a timely basis to third payers and responsible parties and rebilling or corrected billing of accounts previously submitted.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Responsible for the accurate and timely preparation and submission of claims to third party payers, intermediaries, and responsible parties according to established clinic policy and procedures.

Responsible for maintenance and control of unbilled claims for an assigned section of patient receivables.

Reviews system generated reports daily to identify claims that are ready for billing. Prepare and submit claims to third party payers, intermediaries or reasonable parties within 24 hours after all information for billing becomes available.

Responsible for the error correction for all rejected/suspended claims previously submitted to third party payers and intermediaries and patients according to hospital policy and procedures.

Notifies supervisor of all claims deemed unbillable, along with reason(s) on a daily basis.

Documents of all activity performed on patient accounts in the patient financial folder such as date billed and to whom.

Provides supervisor with an accurate accounting of all claims in the assigned section of patient receivables responsible for. Submit a Daily Billing Productivity

Report reflecting the beginning inventory, claims and remaining balance at end of the shift.

Responsible for self-education by reading all third-party newsletters, periodicals and updates circulated by management. Attend all continuing education opportunities made available.

**QUALIFICATION REQUIREMENTS:**

**EDUCATION AND/OR EXPERIENCE:**

High School Diploma or general education degree (GED).

Experience with medical records, billing and medical terminology in order to communicate with outside agencies, insurance companies regarding patient claims.

Experience with current data entry, scheduling, billing software programs, and medical records to process claims for reimbursement.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general medical periodicals, professional journals, technical procedures or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, and community members in a courteous, professional manner, using tact and diplomacy.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as interest, percentages, etc. Ability to monitor multiple budgets, financial reports, and route reimbursements to appropriate program budgets.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid Washington state Drivers license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conduct upon hire.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

## **OTHER SKILLS AND ABILITIES:**

Knowledge and understanding of established and standardized business office procedures and clinic policies sufficient to handle duties such as listed in the duties section.

Thorough knowledge of all third-party claims submission process and attendance at continuing education opportunities made available through management to stay current on changes.

Working knowledge of ICD-9-CM and CPT/HCPCS coding terms in order to interpret and resolve problems based in information derived from system monitoring reports and the UB92 and HCFA-1500 billing form submitted to the third-party payer.

Ability to establish and maintain relationships with third part payer community necessary for resolution of outstanding claims.

Knowledge of the on-line input terminal equipment and automated electronic billing system(s) established procedures, formats, etc., associated with the various third-party payers.

Knowledge of automated systems, ability to type and operate a calculator.

Knowledge of and the ability to apply the Alternate Resources regulations; PL 94-437, Title IV of the Indian Health Care Improvement Act, Indian Health Service Policy and Regulations on Alternate Resources, CFR 4236.21(A) and 23(F), and PL 99-272, Federal Medical Care Cost Recovery Act.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

## **SPECIAL REQUIREMENTS**

**Immunization Requirements:** Must be fully immunized against measles, and rubella. Must provide documented proof of vaccination prior to employment. Employees are required to provide proof of other immunizations as recommended for healthcare workers by the Centers for Disease Control and Prevention, or of immunity to these diseases.

All employees shall have tuberculin (TB) test upon employment and annually thereafter, or have a follow-up plan approved by employee health if there is a positive test. If employee is known to have a positive TB test prior to entrance on duty, no TB testing will be carried out; instead the employee shall see a physician to establish an individualized program to assure the absence of active TB in the employee, shall complete and annually system questionnaire, and must report any relevant symptoms promptly.

**Special Consideration:** if you are allergic to any component of the vaccine or have documented history of severe reaction to vaccine or are currently pregnant you may not have to be immunized, however, you are required to provide documentation/proof, in order to be considered for employment.

**PHYSICAL DEMANDS.**

The work is mainly sedentary but occasionally will require lifting up to 50 pounds.

**WORK ENVIRONMENT**

The noise level in the work environment is usually moderate.

**ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCESS:**

Submit a Tribal Application for this position with supporting documentation to:

<b>Makah Tribal Council</b>	<b>OPEN: March 19, 2024</b>
<b>Human Resources</b>	<b>CLOSE: April 3, 2024</b>
<b>P.O. Box 115, Bldg. 71</b>	
<b>Neah Bay, WA 98357</b>	
<b>Fax: (360) 645-3123</b>	
<b>E-mail: <a href="mailto:hr@makah.com">hr@makah.com</a> (PLEASE NOTE NEW EMAIL ADDRESS)</b>	

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation, gender identity, or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.