

# LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.

## JOB DESCRIPTION

**TITLE: MEDICAL BILLING SPECIALIST**  
**DEPARTMENT: FISCAL**  
**SUPERVISOR: BILLING SUPERVISOR**  
**CLASSIFICATION: FULL TIME NON-EXEMPT**

### **POSITION SUMMARY:**

Processes Medical billing in accordance with Fiscal Policies and Procedures. Maintains all billing records and computerized billing software. Biller to optimize reimbursements from third party payers. Ensures that the goals and objectives of the department are consistent with LCTHC policy and any governmental regulations.

### **ESSENTIAL JOB FUNCTIONS:**

- Responsible for completing insurance claims for designated third party payers in a timely manner **using the software technology.**
- Responsible for correcting all errors in **NEXTGEN** for **insurance validation**, missing information, etc. prior to submission of claims to insurer.
- **Responsible being current on CPT, ICD-10 AND HCPCS for assuring that all coding are compatible and medically necessary billed in the correct manner to the insurance company.**
- Inputs computer information for electronic processing and edits of eligible claims (Medicare and Medicaid) and corrects any electronic rejections immediately through **NEXTGEN Clearinghouse and CWF.**
- Prints, sorts and mails manual claim forms to insurer and **patient statements.**
- Reviews insurance return mail and determines reasons for return and follows **on** up the claim.
- Shares information on any significant changes in coding, benefits, etc.
- Keeps in close contact with the insurer to better understand their specific billing rules and regulations.
- Researches all information related to a denied claim and processes a corrected bill in a timely manner.
- Bills the appropriate primary insurer and follows up that secondary insurance is paid either manually or electronically.
- Always respects the confidentiality of medical / charge information in performing job duties.
- Post payment on a timely basis, within month received.
- Generates monthly reports as requested by Chief Fiscal Officer
- Monitors accounts receivable aging for past due accounts and takes appropriate action in accordance with Fiscal Policies.
- Other duties as may be assigned

### **EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:**

- Ca driver's license
- High School Graduate or GED
- Type 45 WPM
- Must possess math skills, telephone skills, medical terminology and computer knowledge
- Two years experience as a billing clerk
- Previous experience with billing and accounts receivable
- Knowledge of medical terminology
- Experience with training staff and good communication skills with customers
- Previous computer experience is essential
- Ability to effectively communicate and work well with others

### **All LCTHC employees are expected to:**

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

**PHYSICAL DEMANDS:**

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. Sitting / Mobility: Approximately 70% of time is spent working at a desk. Balance of time (approximately 30%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, Board members, members of outside agencies, in person, by telephone, and by email. Vision: Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. Lifting / Carrying: Ability to occasionally lift and/or move objects weighing no more than 25 pounds. Stooping / Kneeling: Ability to access files/stock supplies in low cabinets and shelves. Reaching / Handling: Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment; continuous contact with other staff and the public.

**INDIAN PREFERENCE:** Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

**NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT:** LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and success of LCTHC.

Employees who are under the influence compromise LCTHC’S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

**HIPAA Health Insurance Portability and Accountability:**

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

*IMPORTANT DISCLAIMER NOTICE*

*The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.*

**Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.**

I have read and understand all aspects of this job description

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Dept. Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Signature

\_\_\_\_\_  
Date

Board Approved 10/15/2013