



Ways to apply: Online at Indeed or ZipRecruiter, or by emailing an application to UKB Federal Corporation Human Resources department at corporatehr@ukb-nsn.gov

JOB DESCRIPTION

Job Title: Billing Specialist
Organizational Unit: Echota Billing Services, LLC.
Supervisor: Full Revenue Cycle Manager
Status: NON-EXEMPT
SALARY: Based on Experience & Education

JOB SUMMARY:

We are seeking a qualified and dedicated medical biller to join our team. The medical biller is responsible for a variety of tasks requiring data analysis, in-depth evaluation, and sound judgment.

The ideal candidate will possess knowledge of medical insurance policies and have experience in different EMR software. They must also be able to demonstrate excellent written and verbal communication skills, as communicating with clients and various insurance agents will form a large part of the job.

Responsibilities include:

- Preparing and submitting billing data and medical claims to insurance companies.
- Ensuring the patient's medical information is accurate and up to date.
- Preparing bills and invoices, and documenting amounts due for medical procedures and services.
- Collecting and reviewing referrals and pre-authorizations.
- Following up on missed payments and resolving financial discrepancies.
- Investigating and appealing denied claims.
- Maintaining billing software by updating rate change, and current collection reports.
- Perform posting charges and completion of claims to payers in a timely manner
- Follow up with claims and claim denials to ensure the maximum reimbursement for services provided.
- Other duties as assigned

Other Requirements:

- High School Diploma.
- A minimum of 2 years of experience as a medical biller or similar role is preferred.
- Experience with Microsoft office, various billing software and electronic medical records is preferred.

- Must have a strong understanding of HIPAA compliance requirements.
- Must have the ability to multitask and manage time effectively.
- Excellent written and verbal communication skills.
- Outstanding problem-solving and organizational abilities.
- Must be detail oriented

NOTE:

In reference to the Personnel Policy, Section 1-5 Employment At -Will. All employees who do not have a written contract with the employer for a specific fixed term of employment are thereby employed at the will of the employer for an indefinite period. Employment with the Health Center, without a written contract, is voluntary and therefore employees are free to resign at will at any time with or without cause or reason likewise, the health Center may terminate the employment relationship at will at any time with or without notice and for any lawful reason deemed appropriate by the Tribe and Health Center staff or for good cause, bad cause, or no cause at all. This policy is commonly referred to as "employment -at- will."

UKB and Tribal preference applies.

EMPLOYEE SIGNATURE & ACKNOWLEDGMENT PAGE:

Employee's Signature

Date

Supervisor's Signature

Date