



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
karenj@spiritlekenation.com

Job Title:	Billing Technician	Open Date:	March 13, 2019
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Position Objective: This position is located in the Business Office section of the Spirit Lake Health Center. The purpose of this position is to perform billing of health insurance claims to third party payers via electronic and paper transmission.

Major Duties & Responsibilities

- Responsible for preparation and submission of electronic and paper claims to third party payers, intermediaries, responsible parties according to established policy and procedures. Responsible for coordination of benefits, verification of data, secondary payer billing. Responsible for claim rejections research, follow up and resubmission.
- Verifies patient medical record contain proper documentation, provider signature, accuracy in dates of service, and primary care provider are in compliance with attestation and billing requirements.
- Responsible for follow up of rejected claims.
- Answers questions from patients, staff, and insurance companies.
- Responsible for daily Billing Productivity Report.
- Maintains patient confidence and protects clinic operations by keeping information confidential; following release of information protocols. Adheres to all HIPAA guidelines/regulations.
- Maintains the stability and reputation of the clinic by complying with legal requirements.
- Contributes to team effort with assistance in other duties as assigned.

Qualifications, Experience and education required:

- High School Diploma or equivalent.
- Experience in Medical insurance related billing
- Knowledge of basic medical coding and third-party billing procedures and practices
- Knowledge of medical terminology.
- Strong Computer Skills and Knowledge
- Ability to operate basic office equipment.
- Intermediate typing/keyboarding skills.
- Skill in answering a telephone in a pleasant and helpful manner.
- Ability to work independently, meet deadlines and be flexible.
- Must be well organized and detail-oriented.

Job Role:	Billing Technician	Company Industry:	Spirit Lake Health Center
		Closing Date:	March 27, 2019
Employment Status:	Full- time	Supervision	Business Office Manager

Hourly Salary Range:	DOQ	Manages Others:	No
Number of Vacancies:	1		
Please Send Application to:			
Name:	Spirit Lake Human Resource Department	Email:	ndemarce@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272
JD: TCL11012016			
Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		