



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

Job Title:

Billing Specialist

Open Date:

December 17, 2024

SL Program:

3rd Party Billing

Close Date:

Until filled

Objective: This position is responsible for managing the billing operations of the Spirit Lake Tribe including: establish, expand, and maintain fiscal capacity; develop and manage third party billing reimbursement; and, ensure quality control over processes spanning the functional areas that impact billing and revenue.

Major Duties & Responsibilities

- Manage the billing and collection of clients' accounts.
- Perform a variety of accounting and billing functions to include processing third party reimbursement claims as well as direct billing.
- Billing several Tribal programs to third party payer(s) for services provided to a patient; completes the appropriate billing format and reviews for accurate billing and coding information ensuring that all applicable forms are submitted and adequately reflect the services rendered.
- Maintains files pending, denied and completed claims.
- Monitor the billing practices and ensure work is performed in accordance with applicable billing and reimbursement laws and regulations.
- Prepares monthly, quarterly, and annual reconciliation and recapitulation of third-party billing to assure that collections, billed data and computerized and manual reports are in balance.
- Responds to third party requirements on post-payment reviews, exclusions, denials and appeals.
- Performs audits and reviews to ensure documentation and accountability on all health insurance claims submitted for payment by conducting random sample reviews. Verifies that medical records contain proper documentation in accordance with regulations, including proper diagnosis, physician original signatures, accurate dates of medical care services, and that primary care provers are in compliance with attestation and billing requirements.
- Compiles and types letters of correspondence to federal, state, and local agencies regarding third party insurance claims and keeps supervisor informed.
- Responds to inquiries and requests for information from various sources.
- Notifies the appropriate staff officials of the need for information or recommendations, and either prepares the response or follows up to ensure a timely response by others.
- Adheres to Privacy Act of 1974 and complies with HIPAA laws.

Experience and education required:

- Knowledge of medical billing coding practices, Medicaid/Medicare, Worker’s Compensation, all commercial insurance carriers and other third party reimbursement resources.
- Knowledge of medical billing and accounting procedures and applications.
- Knowledge of basic medical terminology and clinic processes.
- Knowledge of third-party claims, submission process and ability to keep current on changes in policies, regulations of eligibility.
- Knowledge of ICD-10 and CPT 4 and HCPCS coding procedures.
- Knowledge of changes in government regulations, collection laws, third party procedures and internal procedures.
- Knowledge of Native American culture, Tribal Governmental operations.
- Knowledge of management principles and practices: budget preparation and accounting; and organizational human resource policy and practice.
- Ability to identify and resolve problems in a timely manner; gather and analyzes information skillfully; develops alternative solutions; work well in group problem solving situations; and use reason when dealing with emotional topics.
- Ability to work with personal computer and utilize a variety of software applications.

| | | | |
|------------------------------------|---------------------------------------|--------------------------|---|
| Job Role: | Billing Specialist | Company Industry: | Spirit Lake Tribe |
| Employment Status: | Full-time | Manages Others: | No |
| Grade: | 12 | Supervision: | |
| Number of Vacancies: | 1 | | |
| Please Send Application to: | | | |
| Name: | Spirit Lake Human Resource Department | Email: | rcrosswhite@spiritlakenation.com or mkeo@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 |

| | |
|------------------------------|---|
| 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. |
|------------------------------|---|