



Choctaw Health Center

Department name
210 Hospital Circle
Choctaw, MS 39350-6781
Department phone

JOB ANNOUNCEMENT# 079106

POSITION TITLE: Third-Party Billing Technician (3 POS.)

SALARY: Tribal Pay Scale Grade 9

SUPERVISOR: Billing Manager

JOB LOCATION: Choctaw Health Center

TYPE OF EMPLOYMENT: Regular Full-Time, Non-Exempt, Essential

OPENING DATE: SEPTEMBER 18, 2024 SEP 18 2024

CLOSING DATE: OCTOBER 02, 2024 OR UNTIL FILLED

Mission Statement: *The Mission of The Choctaw Health Center is to raise the health status of the Choctaw People to the highest level possible.*

Vision Statement: *Our vision is to achieve a health community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community*

The Choctaw Health Center is a twenty-bed hospital located in Choctaw, Mississippi off State Highway 16 on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities, Bogue Chitto, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 11,000+ members of the tribe's population across a ten-county area in East Central Mississippi. It is an 18,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

Scope of Service and Effect:

This position is located at the Choctaw Health Center Revenue Cycle Business Office. Incumbent performs duties under the general supervision of the Billing Manager. Performs the routine duties with no direct instructions using own initiative in most cases, Work is spot checked for accuracy, completeness, and compliance with instructions. Guidelines are in the form of verbal orders and Third-Party Billing job aids and manuals.

Responsibilities and Duties:

1. Performs duties of editing and approving claims, and for implementing billing policies and procedures for Medicare/Medicaid, Third-Party Insurers, Attorney's, and Workmen's Compensation.
2. Responsible for submitting all medical, dental, EMS, behavioral health, pharmacy, therapy, and radiology claims as assigned.
3. Monitor billing queues as assigned, managing unbilled claims, researching delinquent and denied claims, following up on claims, and resubmitting claims.
4. Responsible for processing all automobile insurance claims in a timely manner.
5. Corresponding with other departments to obtain necessary information for the processing of claims as required.
6. Responsible for follow up on secondary claims.
7. Responsible for transmitting Medicare/Medicaid and Blue Cross/Blue Shield and other claims electronically.
8. Responsible for working edits in SSI (clearinghouse), ensuring the EMR is the source of truth for claims submitted.
9. Follow up on unpaid and denied claims.
10. Work with Billing Manager for resolution on issues with claims and payments.
11. Work closely with the Coding Department to ensure accuracy of claims.
12. Monitor and complete work queues as assigned, meet assigned productivity standards.
13. Maintain standards of the Privacy Act in all aspects of duties and responsibilities.
14. Maintain an effective filing system and maintain own work area.
15. Complete all job-related training, successfully demonstrating learned skills and assisting with revision of job aids for assigned activities.
16. Perform all other duties as assigned by the billing manager.
17. Maintain compliance with all CHC policies and standards of conduct.

Hours Worked:

Normal work week is 40 hours, Monday through Friday. Daily hours are from 8:00 am to 4:30 pm with a one-hour lunch break between 12:00 pm and 1:00 pm. Overtime may be required as the volume of claims and queues increase.

Work Environment:

The primary work setting for the position is at Choctaw Health Center Revenue Cycle Office. Other assigned duties could take place in other areas of Choctaw Health Center. While conducting administrative duties, normal office conditions exist, and noise level may vary.

Physical Demands:

While performing the duties of this job, the employee is regularly required to: walk, sit, use Hands and fingers, reach with hands and arms, talk, and hear. May be required to stand for long periods. The employee must regularly lift and/or move up to 25. Specific vision abilities are required by this job include close vision, color vision, and ability to adjust focus.

Job Hazards:

Possible exposure to communicable diseases, toxic substances, and other conditions Common to a clinical environment.

Qualifications:

1. High School Diploma or GED graduate **(REQUIRED)**. **Attach copy to application.**
2. Preference for additional training in specialized fields such as health care, coding or business management, finance or accounting.
3. One year claims processing, billing or accounting experience.
4. Must possess thorough knowledge of the ICD's,10th revision and its coding procedures.
5. Must have knowledge of billing requirements, such as insurance and workmen's compensation coverage, regulations, and procedures.
6. Must have experience with a modern computerized billing system or EHR.
7. Must have experience working with accounts receivable.
8. Must have knowledge of medical terminology.
9. Must have positive attitude, good work habits, show initiative, ability to work with minimal supervision, and the ability to get along with others.
10. Must maintain a code of behavior as outlined in the Choctaw Health Center Compliance Plan.
11. The incumbent must be dependable and be able to report to work on time, every day, and work as required to assure patient access to quality healthcare and completion of assigned tasks.
12. Must possess a valid Mississippi driver's license, reliable transportation, automobile Insurance, and phone.
13. Successful completion of criminal background investigation and drug test.

In accordance with the Choctaw Health Center Employee Health Program, an employee screening will be performed upon hire. Employees are encouraged to continue to receive routine examinations with their clinical provider of choice.

****CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE****

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P. O. Box 6033, Choctaw Branch
Choctaw, MS 39350