

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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******VACANCY ANNOUNCEMENT******

TITLE: Guided Care Patient Account Representative

LOCATION: Tribal Health Department

SALARY: \$14.06 to \$16.33 an hour

CLOSING DATE: Thursday, October 4, 2018 at 5:30 p.m.

SPECIAL CONDITIONS:

Position is a Testing Designated Position within the definition of the CSKT Drug Free Workplace Policy effective January 1, 1998. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.

The Guided Care Patient Account Representative is a technical position within the Resource/Revenue Program within the Tribal Health Department that coordinates and facilitates patient billing and collection activities in one or more assigned areas of billing, payment posting, payer claims research, and other accounts receivable work requiring an understanding of all requirements for all payer classes including but not limited to: private insurance, Medicare, Worker's Compensation, MVA's and Medicaid.

Duties:

- Performs audits and medical reviews to ensure documentation and accountability on all health and pharmacy insurance claims submitted for payment. Verifies claims contain proper documentation in accordance with regulations, e.g. proper diagnosis, proper signatures, accurate elate of medical care services and primary care providers are in compliance with attestation and billing requirements.
- May be assigned to maintain and control unbilled claims, reviews system reports daily to identify claims that are ready for billing. Reviews all claims to make sure claims contain accurate in information before approving and submitting for reimbursement.
- May be assigned to prepare batch summaries or insurance payments. Maintains and prepares documentation of payment from third party resources to client accounts.
- May be assigned to process payments, adjustments, claims, correspondence, refunds and denials in an accurate and timely manner meeting goals in work quality and productivity. Coordinates with other staff members and providers as necessary to ensure correct processing.
- As assigned, reconciles balances and pursues account balances and payments, and/or denials, working with payer remits, payer customer services, provider representative or spreadsheets to ensure maximum reimbursement.

- May be assigned to research payments, denials, and/or accounts to determine short/over payments and contract discrepancies. Make appeals and corrections as necessary.
- Responds to incoming calls and makes outbound calls as required to resolve billing, payment and accounting issues. Provides assistance and excellent customer services to patients, patient families, providers and other internal and external customers.
- Works as a member of the Resource/Revenue Department to achieve goals in order to reduce the accounts receivable balances.
- Performs related work as required.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

- AA Degree in Business Administration (Medical office Admin, etc.) with 2 years' experience with medical billing and/or collections in a Medical Office setting **or** 5 years of experience in a hospital or medical office setting as a biller and/or collector.
- Must possess a valid Montana Driver's License.
- Must adhere to Tribal Resolutions# 94-74 and# 06-48 regarding employee conflict of interest and employee standards of conduct for Tribal employees. Must meet all annual training and system requirements to maintain access to required computer systems.
- Must maintain proper licensure/certification and registration; if required. Must participate in and support HIPAA training, as needed and required. Must adhere to CSKT social media policy and other CSKT Tribal policies regarding professional conduct.
- Will be required to participate in pre-hire drug test and random drug tests thereafter.
- Must pass a background and suitability check according to Public Law I 01-630; the Indian Child Protection and Family Violence Prevention Act. Must adhere to all Tribal Health Department directives and policies.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- *Request position description for a detailed description of desirable qualifications.*

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcript.
3. Copy of valid driver's license
4. Proof of enrollment from a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of DD214 must be submitted.

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

SUBMIT ALL OF THE ABOVE TO: Tyshina Whitworth, Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. #1043.

FOR MORE INFORMATION: Shonda Bolen, Tribal Health Department (406) 745-3525 Ext. #5032