

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC

JOB DESCRIPTION

TITLE: BILLING MANAGER
DEPARTMENT: FISCAL
SUPERVISED BY: FISCAL OFFICER
CLASSIFICATION: NON-EXEMPT

POSITION SUMMARY:

Plans, manages and supervises the daily workflow of the Billing Office to optimize reimbursements from third party payers. Ensures that the goals and objectives of the department are consistent with LCTHC policy and any governmental regulations. Coordinates the daily Dental Department schedule and advises management regarding methods to optimize operations, quality of care and revenue.

ESSENTIAL JOB FUNCTIONS:

1. Establish audits and evaluates the registration, billing, posting and collection operations for all patient accounts.
2. Balances and/or audits deposit with payment postings, the cash drawer and daily payment receipts.
3. Maintains a current and comprehensive understanding of insurance, Medicare, Medi-cal, federal and state laws, rules, and regulations in regards to the billing and collection for services.
4. Maintains training materials and procedures for DENTRIX billing.
5. Maintains a smooth interaction between the Billing Office and all other departments necessary in order to ensure a functional department.
6. Assists all internal and external customers with accounts problems not resolvable through the initial channels.
7. Assures Billing Office compliance with all internal, state and/or federal codes, rules, regulations and standards regarding the billing and collections for services provided by LCTHC providers. Assures business office compliance with OIG Medicare issues.
8. Prepares complete and accurate internal reports for the BOD, Executive Director and departments on timely basis each month.
9. Maintains a cost-effective department that ensures the highest possible cash flow for LCTHC, while minimizing delinquent accounts.
10. Maintains knowledge of all patients' rights and confidentiality requirements regarding patient information and adheres strictly to all regulations pertaining to such.
11. Completes Dental Department billing functions- Healthy Families Applications; treatment plans; financial arrangements; credit card applications, etc.
12. Establish and maintain a productive working relationship with the Dental Director and Dental Department staff to enhanced departmental operations
13. Performs other duties as assigned.

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES

1. Associates Degree or more than five years work experience in a medical/dental field business office.
2. Previous experience with billing and accounts receivable.
3. Familiarity with ICD9, CPT, HCPC, and state coding rules, regulations and laws.
4. Knowledge of medical/dental terminology.
5. Experience with training staff and good communication skills with customers.
6. Previous computer experience is essential.
7. Ability to effectively communicate and work well with others.
8. Must be able to pass a background screening

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Sitting / Mobility:** Approximately 70% of time is spent working at a desk. Balance of time (approximately 30%) is spent moving around work areas. **Communication:** Ability to effectively communicate with co-workers, Board members, members of outside agencies, in person, by telephone, and by email. **Vision:** Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. **Lifting / Carrying:** Ability to occasionally lift and/or move objects weighing no more than 25 pounds. **Stooping / Kneeling:** Ability to access files/stock supplies in low cabinets and shelves. **Reaching / Handling:** Ability to input information into computer systems and retrieve and

work with appropriate paperwork, equipment, and supplies. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC.

Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date