

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC

JOB DESCRIPTION

TITLE: BILLING ASSISTANT
DEPARTMENT: BILLING
SUPERVISED BY: FINANCIAL SERVICES MANAGER
CLASSIFICATION: FULL TIME NON EXEMPT

POSITION SUMMARY:

Assist Billers in Processing Medical and Dental billing in accordance with Fiscal Policies and Procedures Maintains all billing records and computerized billing software. Assist Billers 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.

ESSENTIAL JOB FUNCTIONS:

- Responsible for assisting in completing Family Pact claims in a timely manner.
- Ensures the billers receive all orphan visits, RTD's, claims Appeals and CIF's, collects missing information, etc. prior to giving to biller for submission of claims to insurer.
- Prints, sorts and mails manual claim forms, or upload claims to Medi-Cal or Infinedi.
- File and organize all payments posted by billers.
- Shares information on any significant changes in coding, benefits, coding errors, etc.
- Keeps in close contact with the billers to better understand their specific billing Rules and regulations.
- Researches all information related billing as directed by Billing Supervisor for a denied claim and gather appropriate information to give to biller to processes the corrected bill in a timely manner.
- Keeps abreast of LCTHC Billing Policies and Procedures, and Fiscal Policies and Procedures and apply when necessary.
- Always respects the confidentiality of medical / charge information in performing job duties.
- Assists billers in working aging reports 61-90 days and 91-120, 120+ days on a monthly basis: upon completion reports with detailed notes to be given to Billing Supervisor for approval
- Generates monthly reports as requested by Billing Supervisor or CFO.
- Assists in Medical and Dental statements being audited, and mailed on a monthly basis.
- Provides front desk coverage on a rotating schedule with Admin and Fiscal Departments
- Dental PCC packet preparation.
- Dental appointment confirmation.
- Other duties as may be assigned

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- Valid CA driver's license or CA identification card
- High School Graduate or GED
- Type 45 WPM
- Must possess math skills, ten key, telephone skills,
- Prior work experience in or around medical or dental office preferred
- Previous experience with billing and accounts receivable preferred
- Knowledge of medical/dental terminology preferred
- Effective communication skills with Patients and Co-workers.
- Previous computer experience, RPMS, Microsoft Excel. Dentrix preferred.

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

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

