



NEVADA URBAN INDIANS, INC. JOB DESCRIPTION

Title: Billing and Collections Specialist – PART-TIME
Department: Administration
Exemption: Non-Exempt – NOT REMOTE ELIGIBLE
Supervisor: Medical Office Administrator

JOB SUMMARY:

Under the supervision of the Medical Office Administrator (MOA), utilizes knowledge of insurance regulations, health insurance contracts, medical billing, and bookkeeping to perform a variety of revenue cycle support activities. These include but are not limited to insurance verification, will also include the management and facilitation of collection efforts on all accounts receivable invoices, and communication of efforts and statuses to the Management team.

MINIMUM QUALIFICATIONS:

Completed high school or equivalent education and 2 or more years of insurance claims processing in a healthcare setting and healthcare collection experience required; Required certifications include any combination of certifications from American Academy of Professional Coders (AAPC). A proven background in accounts receivable and collections is required.

JOB DUTIES & RESPONSIBILITIES: duties and responsibilities may include, but are not limited to, the following:

- Assigns CPT, HCPCS, ICD-10-CM, and DRG codes.
- Ensure proper posting and reconciliation of medical and other equipment use charges.
- Determine best possible payment source for provided healthcare services, which may include government, state, and county programs, health insurance, private monthly payments, and uncompensated care.
- Make daily outgoing collection calls as well as send collection notices.
- Accurately track and post charges for all services provided within the clinic.
- Work with private health insurance companies to reconcile patient statements.
- Collaborate, communicate, follow up with medical provider, medical assistants, mental health or substance abuse counselor, registered dietitian and communicate result/issue with the MOA.
- Ensure healthcare facilities are reimbursed for billed procedures.
- Ensure A/R and Collections issues are identified, tracked, reconciled, reported on and resolved in a timely manner.
- Reconcile outstanding A/R balances and resolve discrepancies with patients.
- Monitor A/R balances by patient to address and resolve payment issues due to invoice discrepancies/transmission failure in a timely manner.
- Investigates rejected claims to see why denials were issued and correct claims. Extracts relevant information from patient records and acts as liaison with providers and other parties to clarify information.
- Provides timely and professional customer service, verify discrepancies by and resolve patient billing issues, answer questions from patients, facility staff, and third-party vendors.
- Follows HIPAA guidelines when accessing and sharing patient information.
- Other duties as assigned.

SPECIAL NOTE:

Nevada Urban Indians, Inc. is an equal opportunity employer and encourages all qualified applicants to contact the agency about employment opportunities. Indian hiring preference may apply to some positions dependent upon funding agency (i.e. Bureau of Indian Affairs, Title V, Johnson O'Malley, and Indian Health Service funded positions).