



NEVADA URBAN INDIANS, INC. JOB DESCRIPTION

Title: Certified Billing and Coding Specialist
Department: Administration
Exemption: Non-Exempt
Supervisor: Medical Program Administrator

JOB SUMMARY:

Under the supervision of the Medical Program Administrator (MPA), utilizes knowledge of insurance regulations, health insurance contracts, medical coding, and bookkeeping to perform a variety of revenue cycle support activities. These include but are not limited to medical coding, insurance verification, ensuring the accuracy of the information housed in the practice management system, collecting, posting, managing account payments, submitting accurate claims, and following up on accounts. This position will be responsible for procurement of revenue for medical, behavioral health, and allied services provided.

MINIMUM QUALIFICATIONS:

Completed high school or equivalent education and two (2) years of medical billing experience; Certifications needed include: Certified Application Counselor (CAC), Certified Outpatient Coder (COC), Certified Professional Biller (CPB), Certified Professional Coder (CPC), or any combination of certifications from American Academy of Professional Coders (AAPC). Must have a current CPR card or be able to obtain one.

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

- Determine 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.
- Accurately track and post charges for all services provided within the clinic.
- Work with private and group health insurance plans to identify contractual rates for services provided and ensure that proper payment has been issued according to contractual rates.
- Helping clients/patients complete the Marketplace eligibility and enrollment process.
- Collaborate, communicate, follow up with medical providers, medical assistants, mental health or substance abuse counselors, and communicate result/issue with the CEO and MPA.
- Ensure healthcare facilities are reimbursed for all procedures.
- Investigates rejected claims to see why denials were issued and correct claims.
- Examines documents for missing information; corrects information as needed.
- Maintains current knowledge regarding coding and diagnostic procedures.
- Provides timely and professional customer service, verify discrepancies by and resolve patient billing issues, answer questions from patients, facility staff, and third-party vendors.
- Preparing monthly reports.
- 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, and Indian Health Service funded positions).

5/16/2024kp 10/24/24kp 3/12/2025kp