



## NEVADA URBAN INDIANS, INC. JOB DESCRIPTION

**Title:** Certified Billing and Coding Specialist-Part Time  
**Department:** Administration  
**Exemption:** Non-Exempt Not Eligible for Remote  
**Supervisor:** Medical Office Administrator

### **JOB SUMMARY:**

Under the supervision of the Medical Office Administrator (MOA), the Certified Billing and Coding Specialist will utilize knowledge of insurance regulations, health insurance contracts, medical coding, and medical billing to perform a variety of revenue cycle support activities. These include but are not limited to medical coding, insurance verification, ensuring the accuracy during data entry, collecting past due balances, posting payments, managing account payments, and submitting accurate claims. This position will be responsible for procurement of revenue for medical, behavioral health, and allied services provided. This position is not a work from home.

### **MINIMUM QUALIFICATIONS:**

Completed high school or equivalent education and preferred two (2) years of medical billing experience; Certifications needed include: Certified Outpatient Coder (COC), Certified Professional Biller (CPB), Certified Professional Coder (CPC), or any combination of certifications from American Academy of Professional Coders (AAPC) or any accredited medical billing and coding schooling. 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:

- Assign the correct CPT, HCPCS, ICD-10-CM, and DRG codes.
- Ensure proper posting and reconciliation of medical and other equipment use charges.
- 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.
- Collaborate, communicate, follow up with medical provider, medical assistants, mental health or substance abuse counselor, and communicate results with the MOA.
- Ensure timely reimbursement.
- Investigates all rejected claims.
- Examines documents for missing information; corrects information as needed.
- Maintains current knowledge regarding current coding and billing guidelines.
- Provides timely and professional customer service. Resolve patient billing issues, collections, 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). NUI requires all employees to demonstrate proof of receiving a COVID-19 vaccination as a condition of their employment.