

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:

Human Resources Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:

Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-206-1100

APPLY ONLINE AT:

<http://oneida-nsn.gov>

FIRST POSTING OPEN TO ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE: Insurance Billing Specialist
POSITION NUMBER: 01628/01629
DEPARTMENT: Administration
LOCATION: 525 Airport Road Oneida WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Billing Supervisor
SALARY: NE07 \$11.03/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: January 27, 2012
CLOSING DATE: February 3, 2012
Transfer Deadline: February 3, 2012
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

This position will perform a variety of clerical and accounting functions for patient billing, including RX claims, verification of invoice information, maintenance of third party billing records, and resolution of a variety of problems. Follow up on submitted claims and patient billing; resubmit claims or resolve problems. May handle cash items and accounts receivable posting. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Process billing to patients and third party reimbursement claims; maintain supporting documentation files and current patient demographics.
2. Process and file claim to secondary insurance after primary insurance benefits have been processed.
3. Enter global, medical, dental, physical therapy, and hospital charges, payments and adjustments for patients into Centricity.
4. Process patient statements, key data, post transactions, and verify accuracy of input to reports generated.
5. Follow up on unpaid claims, initiate tracers; resubmit claims as necessary.
6. May receive and receipt cash and third party reimbursements; post and reconcile Explanation of Benefits (EOB) payments and adjustments to patient account.
7. Balance daily batches and reports; prepare income reports and statistics; distribute reports.
8. Maintain patient demographic information and data collection systems.
9. Generate contractual adjustment document when appropriate.
10. Responsible for closing the day's batches.
11. Review denied EOB from insurance companies and contact patient and insurance companies to collect missing information and update information on all patient accounts. Interact with external companies and attorneys as needed/required.
12. Work the HL7 editor errors for Compulink, QS1, and the lab. Also run claims.
13. Process and maintain personal payment information in system, generate a receipt for transactions, to include credit card payments and payroll deductions.
14. Answer phone calls from patients and external companies regarding account information on patients.
15. File and organize billing paperwork, documents and batches. Box up batches and prepare for Records Department.

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DUTIES AND RESPONSIBILITIES: (Cont.)

16. Process reimbursements and refunds as needed/required. Transfer monies deposited into the wrong accounts.
17. Perform a variety of general clerical duties, including telephone reception, mail distribution, patient registration and other routine functions.
18. Contribute to a team effort and accomplish related results as required.
19. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
20. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit, use hands to finger, handle, and feel; reach with hands and arms; climb or balance; and stoop, kneel crouch, or crawl and be able to reach out and pick-up and hold small objects, stand; walk; and talk and hear.
2. Occasionally lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting with a moderate noise level.
4. Evening and/or weekend work and or extended hours and irregular shifts may be required.
5. Must complete a Self Disclosing Physical Questionnaire prior to employment.
6. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of Generally Accepted Accounting Principles (GAAP), including computerized accounting, bookkeeping practices, and record keeping procedures, as well as appropriate local, state, and federal regulations and requirements.
2. Knowledge of Joint Commission, HIPAA, Workers Compensation, OSHA, Federal, State and Local regulations.
3. Knowledge of medical insurance claims procedures and documentation.
4. Knowledge of medical billing procedures.
5. Skill in basic data entry and/or word processing.
6. Skill in using computerized accounting software programs, office equipment including 10-key adding machine, and word-processing and spreadsheet programs.
7. Skill in records maintenance.
8. Skill using inventory and accounting software.
9. Ability to interact and communicate with people over the telephone, often in stressful situations.
10. Ability to communicate effectively, both verbally and in writing.
11. Ability to verify data input and correct errors.
12. Ability to gather data, compile information, and prepare reports.
13. Ability to use independent judgment and to manage and impart confidential information.
14. Ability to communicate, read, and write clearly in English.
15. Ability to demonstrate outstanding customer service at all times.
16. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds, employees and officials.
17. Ability to sort, check, count and verify numbers.
18. Ability to analyze and solve problems.
19. Ability to meet strict time lines.
20. Ability to obtain/maintain Oneida Certification on reporting Child Abuse and Neglect within ninety (90) days of employment.
21. Ability and willingness to obtain/maintain CPR Certification within ninety (90) days of employment.
22. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department).**
23. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment)**
24. Must be willing and able to obtain additional education and training.
25. Must pass a pre-employment drug screening. Must adhere to the Tribe=s Drug and Alcohol Free Workplace Policy during the course of employment.
26. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.

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STANDARD QUALIFICATIONS: (Cont.)

27. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. High School Diploma, HSED Diploma or GED Certification. Applicants age 50 and older are exempt from this requirement.
2. One (1) year experience in Commercial Billing, Medicare, Medicaid IHS or working in a Hospital Business office and/or equivalent combination of education and experience.
3. Must be able to type forty (40) wpm. **(Must pass a typing test administered by the Human Resources Department.)**
4. Good math and spelling skills. **(Must pass math and spelling tests administered by the Human Resources Department.)**
5. Good math and 10-key calculator skills are required. **(Must pass a math and calculator test which will be administered by the Human Resource Department.)**

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**