 **NOOKSACK INDIAN TRIBE**

**JOB ANNOUNCEMENT**

The Nooksack Indian Tribe and its businesses are Equal Employment

Opportunity employers except as provided by the Indian Preference Act.

**POSITION OPENS: 8-7-12 POSITION CLOSES: 8-21-12**

**JOB TITLE:** Medical Business Office Manager

**DEPARTMENT:** Health Department

**IMMEDIATE SUPERVISOR:** Director of the Health Department

**CLASSIFICATION:** Exempt

**TYPE:** Full Time

**JOB SUMMARY:**

This position role is to manage, plan, direct, coordinate business activities of the Medical Business Office and the supervision of program personnel. Business activities involve outpatient medical service third-party billing claim processing, management of the contract health services and community health fund programs. Continually works to ensure compliance with all Tribal, State and Federal agency regulatory requirements and standards.

**MAJOR TASKS AND RESPONSIBILITIES:**

1. Oversee and manage medical third-party billing office and personnel including charge production, revenue and accounts receivable, analysis of billing trends, patient insurance, billing and collections and data processing to ensure accurate patient and insurance billing and efficient account management.
2. Oversee and manage Contract Health Services program and personnel including the verification of valid medical care services, eligibility for program services, application of Medicare-Like Rates, negotiation of favorable contracts with external healthcare entities, and reconciliation of payment for medical services.
3. Oversee and manage the Community Health Fund ensuring compliance with the program guidelines and full access by all Nooksack Tribal members, no matter where they live.
4. Direct function and procedures that ensure all healthcare claims are billed correctly and follows up in a timely manner to ensure prompt adjudication of claims.
5. Shall be responsible for development and maintenance of Business Office processes and policies and education by Users.
6. Shall assure timely and accurate billing practices to avoid any delays in A/R payment and work with payees to reconcile late payment issues.
7. Shall assure billing compliance with all HIPAA, State/Federal, healthcare insurance carriers regulations and standards.
8. Shall identify, collect and analyze relevant statistical data for immediate corrective action and adjustment to procedures optimizing performance outcomes.
9. Shall work with the Health Director and Finance Office in routine reporting of third-party revenues and claims adjudication.
10. Shall work with the Health Department Quality Assurance office in coordination of credentialing of health providers, notifying QA specialist of any documents requiring renewal.
11. Shall process all insurance & government agency credentialing applications necessary to be able to bill for healthcare services.
12. Ensure compliance with billing standard to include promptly notifying the program service manager of any errors or omissions in service claim requiring corrective action.
13. Shall work with external healthcare specialist and/or hospitals in establishing business relationships to include contracts for services.
14. Manage special projects as required involving research of scope of project, assign resources and monitor progress of assigned staff.
15. Assist Department Director with process analysis and developing production measures and program improvement strategies to achieve optimization in productivity and efficiency in operations.
16. Compile and analyze patient data utilizing data management systems such as; Indian Health Services registered patient management system and similar systems.
17. Prepare professional level special and recurring administrative and service reports. Effectively manage and supervise staff and the delegating of tasks and authority to ensure the best outcomes in production to include conducting performance evaluations, authorization of Timesheets, evaluation and coordination of staff training needs.
18. Manage program budgets and process, in a timely manner all requisitions for products and services. Work with Department Director on program budget development and modifications.
19. Work to establish and maintain effective working relations with co-workers.

**PREFERENCE:**

* Indian preference applies to this and all positions with the Nooksack Indian Tribe.

**MINIMUM QUALIFICATIONS**

**In order to be considered for this position, the incumbent must have the following required qualifications:**

**REQUIRED EDUCATION, EXPERIENCE AND TRAINING:**

* Requires Bachelor’s degree in healthcare business administration, finance, accounting or equivalent combination of education and advanced training that demonstrates progressive advancement of technical knowledge and skills to perform the job duties outlined.
* Minimum of four (4) years of work experience in accounting and supervision of personnel in a healthcare setting in medical billing claims processing. Candidate must possess a high degree of working knowledge and experience with A/P, A/R and claims adjudication. Medical health care service billing claims experience involves working with a variety of healthcare insurance carriers, State and Federal entities.
* Advanced knowledge and training in the operation and utilization of computer systems and medical billing software application and Microsoft Office (Word, Excel, Power Point and Access) programs.
* Working knowledge of International Classification of Diseases – 9 (ICD-9) and Current Procedural Terminology (CPT) coding principles and practices, or complete academic training courses in these two areas within 3 months of employment.
* Attend training, as needed or requested to advance knowledge and skills.

**REQUIRED SKILLS/KNOWLEDGE/ABILITIES:**

1. Ability to communicate clearly and legibly, orally and in writing.
2. Must understand and adhere to federal privacy act and be in compliance with Federal HIPPA Laws and Regulations.
3. Dependable and ability to work independently with little supervision.
4. Must attend staff trainings and meetings as required.

**REQUIRED CONDIDTIONS OF EMPLOYMENT:**

1. Must have a valid Washington State Driver’s License and be insurable.
2. Must pass alcohol/drug test at time of hire and throughout employment.
3. Must pass criminal background check at time of hire and periodically thereafter.

**PHYSICAL REQUIREMENTS:**  (*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.):*

1. Work is performed indoors in a climate controlled office environment.
2. Ability to work at a computer terminal for extended periods of time on a daily basis; frequently use fingers, arms and hands.
3. Physical requirements for this position: hearing, seeing, speaking, feeling, reaching and repetitive motions.
4. This position requires sitting for long periods of time.
5. This position requires exerting up to 40 pounds of force in order to lift, carry, pull or remove objects.

***To apply: Obtain NIT employment application by going to the career site:*** [***www.nooksacktribe.org***](http://www.nooksacktribe.org)***. Print application, complete and forward with resume to P. O. Box 157, Deming, WA 98244 or fax to 360-592-2125. Application materials must be received in Human Resources by 5:00 pm on the closing date to be considered for this position.***

If you are claiming Indian Preference, you must submit proof of enrollment in a federally recognized tribe (Tribal ID) with your application.