

Iowa Tribe of Oklahoma
Vacancy Announcement

Position: Billing/ Inventory
Coordinator

Position Number: 4455

Department: Health

Location: Perkins Family Clinic

Issuing Date: June 30, 2009

Closing Date: Until Filled



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Equal Employment Opportunity Statement

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

Summary of Responsibilities: Under the immediate supervision of the Office Manager of Perkins Family Clinic and the direct supervision of the Director of Health Services, the incumbent will audit all medical billing records and claims for patients of the PFC health care delivery system for all Medicare, Medicaid and third-party billing claims and the collection of these claims. Assist in tracking supply orders and inventory.

Essential Duties and Responsibilities include the following: Other duties may be assigned to accomplish work responsibilities.

- Review completeness of abstract code and clinical data for billing.
- Audits all billing records and staff for compliance
- Maintains a confidential health record / billing system
- Researches denials, corrects claims, and re-files as needed.
- Provides a complete, current, accurate and legible records system
- Codes medical data in conjunction with Billing/Benefits specialist as necessary to bill on third-party billing claims
- Serves as back up CHS coordinator and/or Billing/Benefits Specialist
- Assist with medical records management, purchase requisitions and accounts payable.
- Contracts with third party insurance carriers, Medicare and Medicaid
- Must be well versed in CPT and ICD coding
- RPMS experience preferred but not required
- Other duties as assigned

Qualifications:

The applicant must have a degree from an accredited university or technical school in the area of medical records and one year of work experience is required. Actual work experience of 4 years in medical will substitute for the educational requirement. The applicant must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be experienced with computer usage and various applications. Some supervisory experience preferred.

Education and/or Experience:

A.A., or B. A. in Medical Billing from an accredited educational facility and 1 year of medical billing experience; OR Four years of recent medical billing experience

Certificates, Licenses, Registrations:
CPR/ First Aid Certification
Current Oklahoma driver's license

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONDITIONS OF EMPLOYMENT

The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test and maintain a valid driver's license. Additionally, selected individual must be bondable and able to pass background check.