

Iowa Tribe of Oklahoma
Vacancy Announcement

Position: Data Entry Technician
Position Number: 4457
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 compile and maintain 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.

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

Maintains and utilizes a variety of health record indexes and storage and retrieval systems

Maintains a confidential health record system

Provides a complete, current, accurate and legible billing records system

Codes medical data in conjunction with Billing / Benefits Specialists as necessary to bill on third-party billing claims

Serves as back up to receptionist and or Billing / Benefits Specialist

Picks up mail daily

Audits patient charts for accurate information and compliance

Enter data into RPMS or other software system

Compiles data for monthly reports and audits

Provides customer service to patients of the Clinic

Enter patient's data and create charts in computer system

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 in medical records is required. Actual work experience of 4 years in medical records 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

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.