

**CHEYENNE RIVER SIOUX TRIBE
TRIBAL HEALTH DEPARTMENT
MEDICAL BILLER**

DESCRIPTION OF WORK

General Statement of Duties: The primary purpose of this position is the overall responsibility for a major segment of the claims processing management function. This responsibility includes the submission of properly executed claims on a timely basis for private insurance and Medicaid payers and rebilling of corrected billing of accounts previously submitted. Works in the Tribal clinics Reservation-wide, as assigned. Verifies all components of patient registration computer files, pays special attention to third party billing resources. Performs data entry on patient information into Indian Health Service (I.H.S.) Resources and Patient Management System (RPMS) and/or EHR computer system paying special attention to all components necessary for complete billing. Submits claims to insurance companies and/or government run policies, such as Medicaid, so that payment can be received for all services rendered.

Supervision Received: Will be under the Immediate Supervisor of the Budget/Contract Analyst **Field Health Director**.

Supervision Exercised: None.

EXAMPLE OF DUTIES (Duties include but are not limited to the following)

Analyzes patient records, while adhering to I.H.S. rules for accuracy and completeness.

Performs data entry in preparation for billing.

Covers front desk as needed.

Ensures that all documentation in the medical record is correct and complete. Returns all deficient records to the Medical Coder.

Checks patient registration file for all billable resources.

Mails letters or calls patient to update registration files.

Maintains a close working relationship with I.H.S. Departments involving patients seen in the clinic and the records generated to assure an efficient process for appropriate patient care and complete billing.

Maintains contact with I.H.S. personnel to assure that all requirements are met for complete medical records.

Familiarizes self with all the forms required by HIPAA for a complete medical record including Notice of Privacy Practices, Privacy Act, Degree of Indian Blood and Assignment of Benefits so that accurate records may be fully complete for billing.

Receives telephone calls and provides information only as authorized for release and refers callers to the appropriate person for assistance.

Adheres to the Privacy Act at all times in reference to patient's medical record.

Participates in all pertinent in-service training and will attend all trainings approved by the Budget Contract Analyst **Director of Field Health** and Tribal Health Chief Executive Officer.

Seeks assistance from coworkers, or I.H.S. staff when needed. Will also seek to improve current process for the improvement of data input procedures.

Assists in reporting as needed.

Will keep current on and seek out continuing education opportunities relevant to Medical Cycle Revenue changes as it pertains to Medical Billing.

Other duties as assigned.

MINIMUM Qualifications

Required Knowledge, Skills and abilities: Must have knowledge of medical terminology. Must possess strong knowledge of Medical Cycle Revenue. Must have considerable knowledge of computers and be able to perform accurate clerical work. Previous experience with RMPS/EHR system preferred. Must have the knowledge of working with medical records either electronically or with actual paper charts. Knowledge and understanding of established and standardized business office procedures and hospital policies sufficient to handle duties such as listed in this document. Strong knowledge on third party claims submission process.

Working knowledge of The International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM), Current Procedural Terminology (CPT), and Healthcare Common Procedure Coding System (HCPCS) coding terms in order to interpret and resolve problems based on information derived from system monitoring reports and the UB92 and HCFA-1500 billing form submitted to the third-party payer.

Ability to establish and maintain relationships with the third-party payer community necessary for resolution of outstanding claims. Knowledge of the on-line input terminal equipment and automated electronic billing system(s) established procedures, formats, etc., associated with the various third-party payers. Knowledge of, and the ability to apply the Alternate Resources Regulations; P.L. 94-437, Title IV of Indian Health Care Improvement Act, Indian Health Service Policy and Regulations on Alternate Resources, CFR 4236.21 (A) and 23 (F), and P.L. 99-272, Federal Medical Care Cost Recovery Act. Performs other position related duties as assigned. Knowledge of the Privacy Act of 1974 in regards to the incumbent's rights, responsibilities, and possible penalties when patient confidentiality is violated.

Education: Must possess a high school diploma or GED certificate.

Experience: Must possess quality-related experience in Medical Cycle Revenue with references in related field of work. Must have a minimum of one (1) year experience in job related field. Must have experience working with Resource and Patient Management System (RPMS) and Electronic Health Record (HER) Systems.

Special Requirements: Possess a valid South Dakota driver's license and be insurable under the tribal liability insurance policy. Must be bondable under the Tribe. Possess or be able to obtain CPR certification within six (6) months of employment and keep current.

Adheres to all State and Federal Confidentiality/ Privacy Act rules and regulations; including HIPAA regulations. Confidentiality is very important when working in the Health Department. It is expected

that all matters pertaining to individual problems and personnel issues will be kept confidential and failure to comply will be cause for dismissal.

Incumbent is subject to CRST Drug and Alcohol Testing Policy.

Incumbent is subject to Tribal/local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647 and Resolution No. 86-2013-CR.

Employees of the Cheyenne River Sioux Tribe are expected to conduct themselves on and off the job in a manner which will bring credit to the organization and are to refrain from offensive conduct or using offensive language towards the public, Tribal Officials or other employees on social media or in public. Failure to comply will be cause for dismissal.

All Tribal Health positions are vital to the healthcare field and should a crisis or emergency happen you will be required to work per your supervisor's discretion. Not to exceed forty (40) hours/week unless approved and agreed upon by supervisor and employee.

This position is strictly prohibited from participating in political activity.

*Housing is not available.

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