



## Cow Creek Government Office

### Position Description

**Position Title:** Third Party Coding & Billing Specialist

**Department:** CCH&WC

**Reports To:** Revenue Cycle Manager

**FLSA Designation:** Non-Exempt

#### **POSITION PURPOSE:**

Third Party Coding & Billing Specialist performs charge coding review, claims submissions, accounts receivable functions, customer service and organizational tasks to promote the financial health of their organization. This position will work in the Cow Creek Health & Wellness Center North Clinic.

#### **ESSENTIAL FUNCTIONS:**

- Perform coding and charge review and ensure coding matches the visit chart note. Work with providers for any potential changes in coding needed.
- Accounts receivable record keeping and other clerical duties associated with the data entry, review, or creation of claims by the Cow Creek Health & Wellness Center.
- Answer phone calls from patients or staff regarding general and routine inquiries about account balances, insurance benefits, or procedures for filing claims.
- Review and create claims to be submitted electronically or on paper, for insurance adjudication.
- Wrap-around reporting for Medicaid encounter rate eligible claims.
- Assist with reporting of 100% FMAP referral episodes to OHA.
- Payment posting of incoming payments using good attention to detail and ensuring creditability, including posting of no-pay remittances.
- Managing the status of accounts and balances and identify and correct any inconsistencies.
- Verifying patient eligibility guidelines are in place in system and that patient accounts accurately reflect appropriate account balances, per policy guidelines.
- Claims denial follow-up, research, correcting and rebilling and/or appealing claim denials if needed.
- Possess the ability to learn and apply established health insurance payer instructions, rules, regulations, and procedures as well as supervisory instructions relative to claims examining activities.
- Performing general clerical work, such as typing, filing, receiving and screening mail and incoming material, pertaining to billing claims – maintain mail log for incoming payments & outgoing claims.
- Refer all questionable or unique situations with regard to any claim or issue to the Revenue Cycle Manager and/or Cow Creek Health & Wellness Clinic Director.
- Adhere to all tribal policies and maintain confidentiality with day to day operations, including the release of patient information and handling of telephone calls.
- Assist in areas requiring reporting, tasks, or special needs as assigned by the Revenue Cycle manager and/or Clinic Director.

## **QUALIFICATIONS:**

- High School Diploma or GED, required.
- The minimum of one year experience working with insurance billing and claims.
- Excellent knowledge of ICD-10 and CPT-4 coding; Certified Professional Coder is preferred
- Medical terminology & human anatomy knowledge
- Must possess the typical office skills, which include: typing, 10-key number typing, filing, proper telephone etiquette, calculator use, and well-rounded computer knowledge.
- Experience with data entry recommended.
- Experience with billing primary and secondary insurance claims recommended
- Must possess knowledgeable use of Excel documents
- Must possess the ability to work with a wide variety of people, communicate effectively with and relate to Native American people, as well as tribal staff, and state and local health agencies
- Strictly adhere to confidentiality laws

