



## Choctaw Health Center

Business Office  
210 Hospital Circle  
Choctaw, MS 39350-6781

### **JOB ANNOUNCEMENT # 452106**

**POSITION TITLE:** Third Party Billing Technician

**OPENING DATE:** April 9, 2020

**CLOSING DATE:** April 16, 2020 or Until Filled

**SALARY:** Grade 7

**SUPERVISOR:** Third-Party Billing Supervisor

**TYPE OF EMPLOYMENT:** Temporary Casual Full-Time (6 months), Non-Exempt

**LOCATION OF EMPLOYMENT:** Choctaw Health Center

### **SCOPE OF SERVICE AND EFFECT:**

This position is located at the Choctaw Health Center Business Office. Incumbent performs duties under the general supervision of the Third Party Billing Supervisor. Performs the routine duties with no direct instructions using own initiative in most cases. Work is spot checked for accuracy, completeness and compliance with instructions. Guidelines are in the form of verbal orders and the IHS Third Party Billing Manual.

### **DUTIES AND RESPONSIBILITIES:**

1. Performs delegated duties in editing, approving and maintaining billing procedures for Medicare/Medicaid, Third-Party Insurers, Attorney's and Workmen's Compensation.
2. Responsible for processing all automobile insurance claims in a timely manner.
3. Responsible for follow up Medicare/Medicaid and all Third- Party Insurance.
4. Corresponding with other departments to obtain necessary information for the processing of claims as required.

5. Responsible for printing and forwarding to appropriate offices all billing forms and related correspondence.
6. Responsible for mailing all dental claims.
7. Responsible for mailing secondary claims with EOB form to primary insurance carriers.
8. Responsible for transmitting Medicare/Medicaid and Blue Cross/Blue Shield and other claims electronically as needed.
9. Responsible for editing, approving, and reporting of all claims when other clerks are not available.
10. Responsible for maintaining the standards of the Privacy Act in all aspects of billing, records, etc.
11. Responsible for the order condition of office files and own work area.
12. Responsible for performing all other duties as assigned by the Third Party Supervisor
13. Assist other departments as needed to update demographic information and insurance coverage.

**QUALIFICATIONS:**

1. High School diploma or GED equivalent required.  
**(ATTACH COPY/PROOF TO APPLICATION)**
2. Must possess thorough knowledge of the International Classification of Diseases, 10<sup>th</sup> revision and its coding procedures.
3. Must have thorough knowledge of Third-Party Benefits, such as insurance and workmen's compensation coverage, regulations and procedures.
4. Must have experience with a computerized billing system.
5. Must have experience working with accounts receivable.
6. Must have knowledge of medical terminology.
7. Must possess a valid Mississippi driver's license, reliable transportation, automobile insurance, and phone. **(ATTACH COPY/PROOF TO APPLICATION)**
8. Successful completion of criminal background investigation and drug test.

**In accordance with the Choctaw Health Center Employee Health Program a pre-employment physical examination is required and an annual physical examination during employment.**

**\*\*\*CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE\*\*\***

**NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:**

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed.

**IF INTERESTED, SEND APPLICATION TO:**

Mississippi Band of Choctaw Indians  
Human Resources  
P. O. Box 6033, Choctaw Branch  
Choctaw, MS 39350