



Choctaw Health Center
Business Office
210 Hospital Circle
Choctaw, MS 39350
601.389.4060

JOB ANNOUNCEMENT #452106

POSITION TITLE: Accounts Receivable Technician
SALARY: Grade 7
SUPERVISOR: Third-Party Billing Supervisor
TYPE OF EMPLOYMENT: Temporary Casual Full-Time (6 months)
Non-Exempt/Essential
OPENING DATE: **NOVEMBER 30, 2020**
CLOSING DATE: **DECEMBER 07, 2020 OR UNTIL FILLED**
LOCATION OF EMPLOYMENT: Choctaw Health Center

SCOPE OF SERVICE AND EFFECT:

Mission Statement: *The Mission of The Choctaw Health Center is to raise the health status of the Choctaw People to the highest level possible.*

Vision Statement: *Our vision is to achieve a health community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.*

Performs duties under the general supervision of the Third Party Billing Supervisor or designated individual. Performs routine duties with no direct instruction using own initiative in most cases with the daily operation of the department office. Serve patients and community by greeting, assisting, and directing to appropriate personnel. Assist with the Billing Department and Purchased and Referred Care on an as needed basis. This position is for additional staffing needs for COVID-19 pandemic.

DUTIES AND RESPONSIBILITIES:

1. Posts all third-party payments (including Medicare and Medicaid) to the IHS System and make adjustments when necessary.
2. Receive and route messages and documents to appropriate staff
3. Greet visitors, ascertain purpose of visit, and direct them to the appropriate staff
4. Assist in training all CHC personnel on entering patient information into the RPMS system

5. Interview patients in order to assist in completing documents such as insurance forms, etc.
6. Assist the Billing Department and Purchased and Referred Care Department on as needed basis
7. Responsible for the keeping of office files and paperwork organized.
8. Obtain copies of patient medical records as requested
9. Maintain and keep confidential files, remittance advice records, reports, and related information that pertain to third-party billing
10. Make copies of EOB's and submits to secondary insurance to receive payments
11. Follow policies for Privacy, Confidentiality, HIPAA, and standard of Professional Code of conduct at all times.
12. Sanitize work area regularly
13. Performs other duties as assigned by supervisor or designated personnel

WORK ENVIRONMENT:

The primary work setting for the position is at Choctaw Health Center Business Office. Other assigned duties could take place in other areas of Choctaw Health Center. There is common exposure to contagious diseases. The ability to cope with a stress-laden environment is essential.

PHYSICAL DEMANDS:

This position has no specific physical demands.

QUALIFICATIONS:

1. High School diploma or GED (**Must be attached with the application**)
2. Must be able to type a minimum of 50 words per minute.
3. Experience with word processing and other computer applications will be given preference.
4. Good oral, and written communication skills is required
5. Knowledge of medical terminology is **required**.
6. Ability to speak both Choctaw and English fluently is **preferred**.
7. Incumbent must possess a pleasant personality because of working closely with patient, various providers, and other Choctaw Health Center staff, state and local officials, and representatives of Medicare, Medicaid and other private insurance agencies
8. Must have positive attitude, good work habits, show initiative, ability to work with minimal supervision and the ability to get along with others

9. Must maintain a code of behavior as outlined in the Choctaw health Center Compliance Plan
10. Successful completion of criminal background investigation and drug test. **(REQUIRED)**

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