



# Choctaw Health Center

Business Office  
210 Hospital Circle  
Choctaw, MS 39350-6781  
601.389.4060

## JOB ANNOUNCEMENT# 452106

**POSITION TITLE:** Third Party Billing Technician  
**SALARY:** Grade 7  
**SUPERVISOR:** Third-Party Billing Supervisor  
**JOB LOCATION:** Choctaw Health Center  
**TYPE OF EMPLOYMENT:** Full-Time, Non-exempt, Non-Essential  
**OPENING DATE:** FEBRUARY 15, 2022 FEB 15 2022  
**CLOSING DATE:** MARCH 01, 2022 OR UNTIL FILLED

***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*

The Choctaw Health Center is a 20 bed hospital centrally located in Choctaw, Mississippi off of State Highway 16 West on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 11,000+ members of the tribe's population across ten county area in central Mississippi. It is a 180,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

### **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.

### **Responsibilities and Duties:**

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.

### **Hours Worked:**

Normal Workweek is 40 hours, Monday through Friday. Daily hours are from 8:00 a.m. to 4:30 p.m. with a one hour lunch break between 12:00 p.m. and 1:00 p.m.

### **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. While conducting administrative duties, normal office conditions exist, noise level may vary.

### **Physical Demands:**

While performing the duties of this job the employee is regularly required to: walk, sit, use hands and fingers, reach with hands and arms, talk, and hear. May be required to

stand for long periods. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds or more. Specific vision abilities are required by this job include close vision, color vision, and ability to adjust focus.

**Job Hazard:**

Possible Expose to communicable diseases, toxic substances, and other conditions common to a clinical environment

**Qualifications:**

1. Must have a High School diploma or GED **required**.
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 have positive attitude, good work habits, show initiative, ability to work with minimal supervision, and the ability to get along with others.
8. Must maintain a code of behavior as outlined in the Choctaw Health Center Compliance Plan.
9. The incumbent must be dependable and be able to report to work on time, every day, and work whenever required to assure patient's access to healthcare.
10. Must possess a valid Mississippi driver's license, reliable transportation, automobile insurance, and phone.
11. Successful completion of criminal background investigation and drug test.

**In accordance with the Choctaw Health Center Employee Health Program, pre-employment physical examination is required and an annual exam is required while employed.**

**\*\*\*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 up 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