



Choctaw Health Center

Business Office Revenue Cycle
210 Hospital Circle
Choctaw, MS 39350-6781
601-389-4074

JOB ANNOUNCEMENT# 452106

POSITION TITLE: Accounts Receivable Technician
SALARY: Tribal Pay Scale Grade 9
SUPERVISOR: Billing Manager
JOB LOCATION: Choctaw Health Center
TYPE OF EMPLOYMENT: Regular Full-Time/Non-Exempt/Essential
OPENING DATE: JUNE 05, 2025 JUN 05 2025
CLOSING DATE: JUNE 19, 2025 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 twenty bed hospital located in Choctaw, Mississippi off of State Highway 16 on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities, Bogue Chitto, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 11,000+ members of the tribe's population across a ten county area in East Central Mississippi. It is an 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 Manager. 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.

Responsibilities and Duties:

1. Post payments including Medicare, Medicaid, and insurance to patients' accounts accurately and timely.
2. Post Contractual Adjustments and write-offs according to payer contracts and fee schedules
3. Post adjustments to patients with Self-Pay accounts
4. Reconcile posted payments with remittances daily
5. Receive, post, and prepare daily deposit for manual checks timely
6. Enter daily posting on the cash posting spreadsheet and balance daily
7. Responsible for the keeping of files and paperwork organized.
8. Generate reports daily, weekly, and monthly on cash posting
9. Resolve payment posting issues and give feedback to the supervisor
10. Become knowledgeable of expected payments and per diem rates to help identify any discrepancies in payments from insurance, Medicare, or Medicaid
11. Maintain thorough and complete documentation of daily posting on hard copies and/or scanning as required
12. Capture denials on EOBs and electronic payments and report to manager for follow-up
13. Be familiar with timing of posting by posting the payments in the correct period to coincide with the electronic deposits and Tribal Finance
14. Stay informed about changes taking place concerning EOBs, Remits, Per diems, and adjustment rules
15. Performs other duties as assigned by supervisor or designated personnel.

Hours Worked:

Normal work week is 40 hours, Monday through Friday. Daily hours are from 8:00 am to 4:30 pm with a one-hour lunch break between 12:00 pm and 1:00 pm. Overtime may be required as the volume of payments increases and to complete month end reconciliations.

Work Environment:

The primary work setting for the position is at Choctaw Health Center Business Office Revenue Cycle. Other assigned duties could take place in other areas of Choctaw Health Center. While conducting administrative duties, normal office conditions exist, and noise levels may vary.

Physical Demands:

While performing the duties of this job, the employee is regularly required to: walk, sit, and 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. Specific vision abilities are required by this job including close vision, color vision, and ability to adjust focus.

Job Hazards:

1. Possible exposure to communicable diseases, toxic substances, and other conditions common to a clinical environment

Other Requirements of the Position:

1. Must have a working telephone at place of residence or cellular phone.
2. Must have experience working with accounts receivable.
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 knowledge of medical terminology.
6. Must have a positive attitude, good work habits, show initiative, ability to work with minimal supervision, and the ability to get along with others.
7. Must maintain a code of behavior as outlined in the Choctaw Health Center Compliance Plan.
8. Must be dependable and be able to report to work on time, every day and work whenever required.
9. Knowledge of safe work practices.

10. Ability to follow oral and written instructions.
11. Ability to work on own initiative with minimal supervision.
12. Ability to establish and maintain cooperative working relations with patients, staff and visitors.

Qualifications:

1. Must have a high school diploma or GED **required**.
2. Must possess a valid Mississippi driver's license, reliable transportation, and automobile Insurance.
3. Successful completion of criminal background investigation and drug test.
4. Provide proof of vaccination against the flu or provide a copy of a medical exemption (flu vaccinations are required during the months of October-March).

In accordance with the Choctaw Health Center Employee Health Program, an employee screening will be performed upon hire. Employees are encouraged to continue to receive routine examinations with their clinical provider of choice.

****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