



Ninilchik Traditional Council

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Ninilchik, Alaska 99639

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CLINIC ADMINISTRATION/PATIENT ACCOUNTS SPECIALIST VACANCY ANNOUNCEMENT

ANNOUNCEMENT DATE: May 30, 2014	CLOSING DATE: When Filled
POSITION TITLE: Clinic Administration/Patient Accounts Specialist	POSITION BEGINS: July 1, 2014
POSITION TYPE: Full Time: Classified @ 40 hours/week	SALARY: DOE

POSITION SUMMARY: This position provides administrative and advanced support to the Tribal Health Director and the Behavioral Health Services Manager in order to accomplish the functions of the Ninilchik Traditional Council Community Clinic (NTCCC) operations. In addition, this position performs a variety of administrative and technical duties related to managing patient accounts/billing.

ESSENTIAL FUNCTIONS, REQUIREMENTS:

1. Creates, develops, and nurtures culturally appropriate interactions and connections with each other, patients, and the community.
2. Supports team through active participation and serves as a resource for other staff, providing administrative support to the Tribal Health Director and the Behavioral Health Services Manager.
3. Identifies potential problems and makes recommendations for resolution.
4. Develops recommendations for process improvement.
5. Conducts research projects as assigned.
6. Participates as a member on interdepartmental teams and committees as required.
7. Shares and receives information, opinions, concerns, and feedback in a supportive manner.
8. Works collaboratively by building bridges, and creating rapport with team members within the clinic and across the organization.
9. Completes a variety of administrative and clerical functions related to clinical/behavioral health operations.
10. Maintains compliance with HIPPA to safeguard the confidentiality of patient records and ascertains that records are released in conformance with rules and regulations of the Indian Health Service (IHS) and the Alaska Area Native Health Service (AANHS) and as required by the Privacy Act (P.L. 93-579).
11. Provides patient accounting and revenue cycle training.
12. Provides system training for non-revenue sharing (NRS) front office staff.
13. Gathers patient account management performance data to assist in monitoring progress relative to goals.
14. Gathers revenue cycle data for NTCCC NRS operations to assist in identifying opportunities for revenue cycle improvements.

15. Prepares or assists with the preparation of reports, charts, graphs, and other presentation material to assist in measuring, monitoring and communicating actual performance relative to goals as well as opportunities for improvement.
16. Seeks out additional learning opportunities to continue to develop the technical and professional skills needed now and in the future.
17. Takes responsibility for all work activities and personal actions by following through on commitments.
18. Completes charge entry functions, prepares and balances charge entry batches.
19. Balances daily system reports for charges, payments and adjustments.
20. Maintains file system for original charge documents and required supporting documentation. If necessary, requests clarification, correction, or additional information required to enter charges from program managers or providers.
21. Submits paper claims to commercial insurances and other third party payers in cases where electronic claims submission is not a viable option.
22. Submits guarantor statements for non-Indian Health Service (IHS) beneficiaries and non-IHS covered services provided to beneficiaries.
23. Researches and resolves billing exceptions, electronic claim rejections, financial audit rejections, and suspended claims.
24. Obtains appropriate clinical documentation required for payment in specific instances.
25. Maintains system account notes using appropriate codes and terminology to accurately reflect actions taken and payer/guarantor responses.
26. Other duties as assigned by the Tribal Health Director or their designee.

WORKFORCE DEVELOPMENT, SKILLS & ABILITIES:

1. Demonstrated ability to effectively communicate and interact with others.
2. Demonstrated ability to perform job with minimal supervision.
3. Demonstrated ability to interpret and apply billing rules and regulations for government, commercial, and other payers.
4. Demonstrated ability to effectively manage patient accounts using automated accounts receivable management systems.
5. Ability to work cooperatively with others in a team environment.
6. Demonstrated ability to act as a resource for and mentor other employees.
7. Ability to verify eligibility for 3rd party payers.
8. Demonstrated ability to enter information into the system using database programs, manipulate information in the system, and obtain reports from the information entered.
9. Knowledge of ICD9/10-CM/CPT and other coding systems used for billing related purposes.
10. Demonstrated knowledge of the organization and purpose of documentation used to support billing and patient account management.
11. Ability to meet production standards.
12. Demonstrated ability to maintain quality, safety and infection control standards.
13. Proficiency in providing exceptional customer service.
14. Knowledge of basic medical terminology.
15. Ability to follow instructions in completing assigned tasks.

STATEMENT OF QUALIFICATIONS:

- Two (2) years of clerical experience working in healthcare organization or in a position that requires understanding and application of basic accounting principles is required.
- Two (2) years of patient accounting experience is required, including Medicare & Medicaid billing experience.
- High School Graduate or GED

- Professional certification in patient accounting, healthcare financial management, certified coder or related healthcare revenue cycle component required.
- Must pass through a criminal background check with acceptable standards of character.
- Must have strong computer skills and proficiency in the use of appropriate computer based software.
- Must pass pre-employment drug test, and will be subject to ongoing testing in accordance with NTC policies and procedures.
- Be available to travel and attend pertinent trainings/seminars/meetings as required and as the budget allows.
- NTCCC was established with a purpose of serving a primary population comprised of Alaska Natives and American Indians within the NTC geographical service area. Employees should have a thorough understanding of the cultures and the needs of the members, and of the general culture and needs of Alaska Natives and American Indians.

INDIAN PREFERENCE:

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act to give absolute preference in selection to candidates who are eligible for Indian Preference. For consideration under Indian Preference, proof is required.

OTHER:

This position will be under the direct supervision of the NTC Tribal Health Director. All NTC positions are subject to, and under the direct authority, of the NTC Policies and Procedures. NTC is an alcohol and drug-free workplace and employees are required to submit to alcohol and drug testing. As with all NTC positions, employment is subject to availability of funds.

APPLICATIONS:

Applications are available at the Ninilchik Traditional Council office building, 15910 Sterling Hwy., Ninilchik, AK 99639 or online at www.ninilchiktribe-nsn.gov . Applicants must submit a **complete** NTC Application for Employment as well as a personal resume.

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