



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

TELEPHONE (928) 669-1320 • FAX (928) 669-5263

VACANCY ANNOUNCEMENT

January 3, 2013

#03-13

DEPARTMENT: DHSS- BHS
POSITION: MEDICAL BILLING SPECIALIST
SALARY: \$15.00-\$18.00 DOE
CLOSING DATE: **OPEN UNTIL FILLED**

DUTIES AND RESPONSIBILITIES:

(THE FOLLOWING ARE ILLUSTRATIONS OF THE TYPICAL DUTIES AND RESPONSIBILITIES OF THE INCUMBENT AND ARE NOT TO BE CONSTRUED AS ALL INCLUSIVE.)

The Department of Health and Social Services (DHSS)/Behavioral Health Services (BHS) Medical Billing Specialist (MBS) is responsible for the implementation of a system of medical billing service delivery through the review of medical records and documentation of service delivery; the coding of mental health, medical, and transportation services/procedures; the input of billing data into the Electronic Health Record (EHR), web-based patient billing systems for AHCCCS/Medicaid/CMS, and other billing programs or paper-based systems or third party insurance providers; the tracking of payment; and the review and resubmission of denied claims. The incumbent will manage, organize, and maintain patient/client billing records for the CRIT Behavioral Health Services (BHS) and the CRIT Community Health Representative (CHR) programs in compliance with DHSS/BHS/CHR policies and procedures and applicable federal, state, and Tribal laws, rules, regulations, and provider agreements including medical billing for clients served by the Alcohol and Substance Abuse Program (ASAP) as well as records of clients residing in the CRIT Residential Treatment Center (RTC). The incumbent will coordinate with medical and mental health professionals, paraprofessionals, other staff of the BHS/ASAP, outside providers, clients/patients, staff of the DHSS (including the Office of Social Services and Community Health Representatives) in the provision of medical billing services.

MAJOR DUTIES/RESPONSIBILITIES:

- **Maintain all client/patient medical billing records and required documentation in accordance with applicable departmental, tribal, state, and federal standards, policies, rules, and laws.**
- **Review all client/patient records submitted to the incumbent or requested by the incumbent in order to appropriate code services for the purpose of billing.**
- **Code outpatient, transportation, and RTC services based upon the standard coding practices of the industry (currently using ICD-9 codes).**
- **Develop and maintain a working knowledge of medical/mental health billing coding, the ICD-10 coder, CPT codes, HCPC coder, and all other standard codes required for the input of medical claims.**
- **Coordinate with DHSS, BHS/ASAP, CHR, and the Medical Records Technician regarding the implementation of the Electronic Health Record (EHR) system.**
- **Input and coordinate the input of all current patient/client billing information into the EHR.**
- **Input client/patient billing and coding information into web-based electronic billing systems for AHCCS/Medicaid and all other applicable third party insurance providers.**
- **Coordinate with the Executive Director of DHSS, the BHS Clinical Director, other staff as required and outside agencies regarding the implementation of procedures for third party billing under the envisioned Arizona insurance Exchange (AIE).**
- **Coordinate the application and interface of the medical billing portion of the EHR with the Medical Records Technician.**
- **Participate in/on intradepartmental, intra-tribal, and inter-agency committees, boards, work groups, and task teams as assigned.**
- **Abide by all aspects of the Health Insurance Portability and Accountability Act (HIPAA) with regard to services and client confidentiality.**
- **Perform all other duties as assigned.**

QUALIFICATIONS:

EDUCATION and EXPERIENCE:

Minimum Qualifications

- High School Diploma or GED (prefer specific training and certification in Medical Billing)
- A minimum of two year's professional experience in the field of medical billing, including AHCCCS billing.
- Specific training (formal or on-the-job) in the field of medical billing, including AHCCCS billing.
- Certification in Medical Billing, Healthcare Information Management, Electronic Health Records Management, or a related field is highly preferred.
- Extensive experience in the use of network based computer systems and the management of billing systems is required.

OTHER QUALIFICATIONS:

- Possess a valid Arizona Driver's License.
- Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act.
- Maintain confidentiality in accordance with the Federal Health Insurance Portability and Accountability Act (HIPAA).
- Requires excellent written and oral communication skills.
- Requires excellent organizational skills and an ability to remain self-motivated.

**APPLY:
 COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE
 DEPARTMENT
 26600 MOHAVE ROAD
 PARKER, ARIZONA 85344**

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers:

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.

