



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

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Eldred Enas. Chairman

AUGUST 24,2012

VACANCY ANNOUNCEMENT

#91-12

DEPARTMENT: Behavioral Health Services

POSITION: Medical Records and Billing Specialist

REPORTS TO: Clinical Director

SALARY: \$15.00-20.19/hr. DOE

CLOSING DATE: Open Until Filled

### **GENERAL SUMMARY**

The Medical Records and Billing Specialist is responsible for maintaining centralized Medical and Billing records. This includes filing client documentation and completing billing forms both electronically and manually. This position is responsible for pulling client's charts, filing paperwork in the client's chart, and constructing new client charts utilizing an alphabetical record filing system. The Medical Records and Billing Specialist is cross trained to perform audits on all medical records, process Releases of Information, and other required documentation. The Medical Records and Billing Specialist ensures that maximum reimbursement is obtained for all services provided. The Medical Records and Billing Specialist submits billing and resubmits billing when appropriate.

### **MAJOR DUTIES/RESPONSIBILITIES**

- Reviews all active and inactive clinical records as appropriate.

Standard: Records will be reviewed on an ongoing basis and up to discharge of the client.

- Prepares all inactive clinical records for discharge storage.

Standard: Closed records will be prepared for permanent filing in storage. Relevant information will be filed in the record prior to placement in discharge storage area.

- Processes requests for information.

Standard: Requests will be processed within 7 working days of receipt in accordance with department and HIPAA policies.

- Maintains a working product that is in good condition with all documents securely held in a fastener.

Standard: Clinical records will be maintained in good condition, with no split or tom jackets, and all documentation will be fastened in the record. Records will be thinned appropriately to avoid records that are overfull.

- Files all documentation in a timely manner.

Standard: Documentation will be filed within one day of receipt 100% of the time.

- Retrieves clinical records as requested.

Standard: Clinical records for appointments will be pulled and ready for issue the morning of the appointment if requested by the therapist.

- Provides Enforces that record check-out procedures are followed.

Standard: Clinical records will be accounted for 100% of the time.

- Files clinical records properly after return from users.

Standard: Clinical records will be re-filed in the appropriate space and area the same day as return.

- Demonstrates ongoing communication and quality improvement processes within the department.

Standard: Meeting minutes will show ongoing communication among staff regarding Medical Records and Billing issues and quality improvement efforts.

- Participates in competency training.

Standard: Medical Records and Billing Specialist will complete competency training.

- Keeps the supervisor fully informed of departmental operations.

Standard: The employee will inform the supervisor within one working day of major issues affecting departmental operations. Major issues include, but are not limited to, actions involving safety, quality of client care, and legal or monetary sanctions. Notification will be either verbal or in writing.

- Performs other duties as assigned.

Standard: Other duties will be performed as directed by a supervisor or an administrator.

## **WORK ENVIRONMENT**

### **A. Supervision**

This position has no supervisory responsibility.

### **B. Confidentiality**

This position is exposed to highly confidential client information including treatment records, financial status, and demographic information. Must maintain client/patient confidentiality and must be able to work with confidential material in accordance with the *Federal Health Insurance Portability and Accountability Act* (HIPPA).

### **C. Mental Application and Responsibility**

This position requires some independent decision making, following department policies and procedures, and working with great attention to detail and filing accuracy.

### **D. Internal and Public Contacts**

This position involves constant interaction with clients, their families, and outside agencies.

### **E. Conditions and Equipment**

Working conditions include providing services in an office environment and travel to other office settings. The position requires frequent bending, walking, standing, and sitting at a work desk using a phone and a computer and transferring charges. Must be able to lift at least 50 pounds. Equipment operation includes general office equipment, computers, and communication tools.

## **QUALIFICATIONS**

### **A. Confidentiality**

This position is exposed to highly confidential client information including treatment records, financial status, and demographic information. Must maintain client/patient confidentiality and must be able to work with confidential material in accordance with the *Federal Health Insurance Portability and Accountability Act* (HIPPA).

### **B. Education**

Requires a high school diploma/GED. Training and experience in medical terminology and medical office and billing procedures is required. Specific training in AHCCCS/CMS billing is highly preferred. Must possess a valid Arizona driver's license.

### **C. Abilities**

Requires an ability to work independently and maintain flexibility to accommodate various duties. Must be able to type 40 wpm accurately and be computer literate. Must be able to read with comprehension and communicate effectively, both orally and in writing.

**APPLY:**

**C.R.I.T. HUMAN RESOURCES DEPARTMENT**

26600 MOHAVE ROAD  
PARKER, ARIZONA 85344

**FOR EMPLOYMENT APPLICATION VISIT: [HTTP://crit-nsn.gov](http://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 preference 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.

**CRIT OFFERS:** Health and Life Insurance, Pension Plan, Paid Holidays, Sick and Annual Leave, Pre-Employment Drug Screening is required.