



JOB DESCRIPTION

*****SENSITIVE*****

Job Title: Third Party Billing Specialist
Dept./Division: Health
Unit: Managed Care – Billing & Collections
Job Family/Class: Fiscal Series
Supervised By: Billing & Collections Supervisor
Employee Type: Hourly
Pay Grade: 15

NATURE OF WORK:

The Third Party Billing Specialist, under supervision, verifies billing invoices and documents receipt of co-payments from patients, AHCCCS reimbursements, Yoeme Health Plan fund transfers and third party payments from outside insurance carriers. This position post payments and reconciles vendor accounts. The incumbent will use an electronic tracking system, requiring input of outstanding invoice and receipt of payments. This position contacts vendors about outstanding medical accounts, addresses invoice disputes and assists with the resolution of complex billing issues.

ESSENTIAL FUNCTIONS:

- Sets up account records, computes accounts receivables, records payments, processes accounts payables, reconciles ledger accounts and prepares related reports.
- Processes, reviews, and routes a variety of financial forms, reports, verifications, third-party billings, verification of insurance plans, patient eligibility and other documents.
- Provides complex, specialized billing support for the Health Department by responding to general billing inquiries, conducting research, preparing and sending billing collection notices, maintaining and updating departmental files, data and/or other related documents.
- Assists supervisor by reviewing invoices and documents for compliance with operational procedures; ensures accuracy and completeness.
- Provides customer service to employees and general public; answers questions, reviews forms, and refers issues to appropriate personnel when needed.
- Prepares fiscal related reports as needed for assigned area; researches and verifies accuracy of necessary data.
- Maintains the department's billing files and related operational information.
- Performs other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Medical and/or behavioral health terminology;
- AHCCCS and Yoeme Health Plan eligibility requirements and billing guidelines;
- Basic accounting and office support practices;
- Clerical and office support practices;
- Manual and/or electronic systems for processing third party insurance billing;

- Health department operations and functions;
- Customer service principles;
- Recordkeeping principles;
- Mathematical concepts;
- English language, grammar, and punctuation;
- Report preparation techniques;
- HIPAA and confidentiality policies;
- Federal, State and Tribal regulations and policies for insurance claim processing;
- Yaqui culture, customs, resources and traditions and a willingness to learn.

Skills in & Ability to:

- Applying accounting principles and practices;
- Maintaining files and records;
- Applying and explaining applicable laws, codes, regulations, policies, and/or procedures;
- Compile and maintain statistical data for billing & collections;
- Prepare reports on outstanding receivables for management review;
- Using proper English, grammar, punctuation, and spelling;
- Providing customer service;
- Following oral and written instructions, policies, and procedures;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

TRAINING AND EXPERIENCE:

High School Diploma(State of Arizona Certificate of Completion) or G.E.D. plus three (3) years clerical work experience ; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

And

- Must have at least one year experience in medical billing or coding or completed a certified billing or coding course;
- Must be proficient with spreadsheets;

LICENSING REQUIREMENTS:

- Must possess and maintain a valid Arizona Driver's license;

BACKGROUND CHECK:

- Must provide at least three (3) business related reference letters.
- Must have a current Level 1 Arizona Clearance Card or be able to obtain the Level 1 Arizona Clearance Card within ninety (90) days of hire. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must pass a background check and drug test.
- Funding and sensitivity of position will determine fingerprinting requirement.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage.

Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing, repetitive motions, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing and balancing. Incumbents may be subjected to moving mechanical parts, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, travel and work space restrictions.

This position will require the incumbent to work non-traditional hours, nights and weekends.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Review and Approved by:

Department Head and/or Designee

Date

H.R. Manager/Classification & Compensation

Date

Human Resources Director

Date