

TOIYABE INDIAN HEALTH PROJECT, INC.

POSITION DESCRIPTION

POSITION: Insurance Clerk I

SALARY RANGE: TSS 5

WORK STATION: Bishop Fiscal

SUPERVISOR: Billing Supervisor

SUPERVISES: None

NON-EXEMPT

POSITION SUMMARY: The incumbent will efficiently and effectively maintain and conduct all billing activities while working cooperatively with the financial staff of the Project.

QUALIFICATIONS:

1. High school diploma or equivalent.
2. At least one-year general office experience utilizing office equipment and general office procedures.
3. At least one year experience utilizing a computer to input data.
4. Ability to complete assignments in detail and operate calculator.
5. Knowledge of health insurance billing procedures and terminology helpful.
6. CPR certified or certified within three months of hire.
7. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
8. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

DUTIES & RESPONSIBILITIES:

1. Generate daily medical billing of insurance for Medical, Dental, Optical, Family Services, Community Health, Dialysis and Hospital charges in a timely manner to insure maximum reimbursement.
2. Respond to inquiries from customers and staff regarding the status of patient accounts.
3. Responsible for Medical, Optical, and Family Services follow-up on billing; i.e., insurance companies, patient, etc.
4. Responsible for mailing monthly statements, reviewing for completeness prior to mailing.
5. Responsible for sorting daily deposits in a timely manner, copying and disbursing to appropriate staff for posting.
6. Prepare statistical reports as requested by the Fiscal Officer.
7. Maintain CHDP and Medi-Cal insurance records presented for authorization and payment, i.e., EMSF, BCEDP, and Inyo County Family Dental.
8. Stay current on Medi-Cal, NV Medicaid and general insurance procedures.

9. Update patient computer files and insurance coverage in a timely manner.
10. Attend insurance seminars when applicable to job description.
11. Work independently and complete assignments to the point of final approval.
12. Other job related duties assigned.