

# KEWEENAW BAY INDIAN COMMUNITY

---

Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, Michigan 49908  
Phone (906) 353-6623  
Fax (906) 353-7540

## 2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President  
JENNIFER MISEGAN, Vice President  
SUSAN J. LAFERNIER, Secretary  
TONI J. MINTON, Assistant Secretary  
DOREEN G. BLAKER, Treasurer

ROBERT "R.D." CURTIS, JR.  
FRED DAKOTA  
EDDY EDWARDS  
RANDALL R. HAATAJA  
MICHAEL F. LAFERNIER, SR.  
GARY F. LOONSFOOT, SR.  
DONALD SHALIFOE, SR.

## BILLING CLERK

One (1) Full-time, Non-exempt position

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- Completed Keweenaw Bay Indian Community application
- Qualification Sheet
- Current Resume'
- Cover Letter
- Minimum of three (3) Letters of Recommendation
- Copy of High School Diploma/GED
- Copy of Medical Coding certification
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community  
Hannah Beesley, Personnel Director  
16429 Beartown Road  
Baraga, Michigan 49908  
906-353-6623, ext. 4140 & 4176  
Fax: 906-353-8068  
Email: [personnel@kbic-nsn.gov](mailto:personnel@kbic-nsn.gov)

**Distribution Date:** March 4, 2016

**Closing Date:** March 18, 2016 at 4:00 pm

# KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, Michigan 49908  
Phone (906) 353-6623  
Fax (906) 353-7540

**2016 TRIBAL COUNCIL**

WARREN C. SWARTZ, JR., President  
JENNIFER MISEGAN, Vice President  
SUSAN J. LAFERNIER, Secretary  
TONI J. MINTON, Assistant Secretary  
DOREEN G. BLAKER, Treasurer

ROBERT "R.D." CURTIS, JR.  
FRED DAKOTA  
EDDY EDWARDS  
RANDALL R. HAATAJA  
MICHAEL F. LAFERNIER, SR.  
GARY F. LOONSFOOT, SR.  
DONALD SHALIFOE, SR.

## POSITION ANNOUNCEMENT

**POSITION:**

**BILLING CLERK**

1 Full-time, Non-exempt position

**LOCATION:**

KBIC Department of Health & Human Services  
Baraga, Michigan

**SUPERVISORY CONTROL:**

Health Administrator

**SALARY:**

Grade 6 (minimum starting wage = \$13.40/hour)

**QUALIFICATIONS:**

- High School Diploma or equivalent required.
- Must possess a certificate of Medical Coding from an accredited program.
- At least two (2) years working experience in a medical office is preferred.
- Recent billing experience in processing all private insurances, Medicaid, and Medicare third party billing claims for a physician or hospital setting is preferred.
- Must have working knowledge of physician office and physician hospital third party billing practices.
- Must have working knowledge of CPT and ICD-10 Coding. Familiarity with MediaDent software is preferred.
- Must have working knowledge of medical terminology and medical diagnosis.
- Must have knowledge of Intergy Vitera software for Electronic Health Records (EHR).
- Must have knowledge of Microsoft Word, Excel and Data Word Processing.
- Must be able to innovatively and successfully hand bill inquires for both patients and insurance companies, analyzing billing rejections for re-billing.
- Must have good independent problem solving techniques.
- Must have good communication skills; must be able to work well with people.
- Familiarity with billing for a Federally Qualified Health Center (FQHC) is preferred.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment physical and pre-employment drug testing.

**INDIAN PREFERENCE:**

Preference will be given to individuals of American Indian descent.

**VETERAN PREFERENCE:**

Preference will also be given to qualified Veterans who do not have bad conduct or dishonorable discharges (need DD214).

**MANDATORY ANNUAL REQUIREMENTS:**

1. CPR Training
2. Universal Precautions
3. TB Skin Test

## **DUTIES AND RESPONSIBILITIES:**

1. Bill out all billable patient services by close of business Friday the following week from the week the services are rendered.
2. Obtain billing cards, patient routing from all providers at beginning of each week.
3. Complete computerized billing for all private insurances. Complete computerized billings for Medicaid, Medicare services provided by the Keweenaw Bay Health Department Physician under established Federally Qualified Health Center status protocol.
4. Bill third party insurance for any inpatient and outpatient services performed by KBIC Physicians, Dentist, Behavioral Health, Nutrition, and Maternal child staff.
5. Re-bill services as necessary, meet with clinical providers for re-billing process, ensure maximization of third party income.
6. Attend insurance update training; review and incorporate insurance updates/updated manuals into billing regime to ensure maximum third party billing return.
7. Accurately code ICD 10, CM, CPT, and MediaDent patient services.
8. Accurately code Michigan Uniform Procedures.
9. Bill all non-Indian clients.
10. Arrange, monitor and record all non-Indian third party payments.
11. Maintain Blue Cross/Blue Shield of Michigan Master Medical file for all private insurances, monitoring patient deductibles.
12. Post billing account statements to patients regarding current billing status.
13. Complete weekly Billing Department report.
14. Work effectively with others for timely job completion.
15. Daily filing, typing as necessary, order supplies as necessary.
16. Network with Medicare, Medicaid, and private insurance offices as necessary for timely job completion.
17. Maintain current updated Medicare, Medicaid procedural manuals.
18. Compile yearly FQHC statistical data for preparation of the Medicare and Medicaid Cost Detail reports.
19. Update CPT, MediaDent, and ICD-10 codes to match patient billing forms, routing slips January 1 each year.
20. Maintain updated credentialing of provider information with CAQH, National Provider Identification requirements, BCBS, UPHP, Medicaid, Medicare, and other insurances.
21. Understand and maintain laws of confidentiality and HIPAA requirements.
22. Daily post to Medical Journals all patient ledger accounts with accurate diagnosis.
23. Post cash receipts to all patient ledger accounts.
24. Complete monthly Billing Department report. Match third party revenue with each monthly KB Accounting Department financial status report, and monthly pivot chart.
25. Obtain insurance forms; arrange signatures on file with patients.
26. Provide administrative assistance to Health Administration, including data entry into spreadsheets.
27. May be required to assist other support staff within the department.
28. All other duties as assigned by the supervisor.

***This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.***

**Distribution Date:** March 4, 2016

**Closing Date:** March 18, 2016 at 4:00 pm

Qualification Sheet

NAME: \_\_\_\_\_ POSITION: **Billing Clerk**

**Please list your specific experience and knowledge in regards to the following qualifications:**

High School Diploma or equivalent required.

---

---

Must possess a certificate of Medical Coding from an accredited program.

---

---

At least two (2) years working experience in a medical office is preferred.

---

---

Recent billing experience in processing all private insurances, Medicaid, and Medicare third party billing claims for a physician or hospital setting is preferred.

---

---

Must have working knowledge of physical office and physical hospital third party billing practices.

---

---

Must have working knowledge of CPT and ICD-10 Coding. Familiarity with MediaDent software is preferred.

---

---

Must have working knowledge of medical terminology and medical diagnosis.

---

---

Qualification Sheet

Must have knowledge of Intergy Vitera software for Electronic Health Records (EHR).

---

---

Must have knowledge of Microsoft Word, Excel and Data Word Processing.

---

---

Must be able to innovatively and successfully hand bill inquires for both patients and insurance companies, analyzing billing rejections for re-billing.

---

---

Must have good independent problem solving techniques.

---

---

Must have good communication skills; must be able to work well with people.

---

---

Familiarity with billing for a Federally Qualified Health Center (FQHC) is preferred.

---

---