



Elbowoods Memorial Health Center

1058 College Drive
New Town, ND 58763-4400
(701) 627-4750
Fax Number: (701) 627-2809

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: Billing Analyst
RESPONSIBLE TO: Business Office Manager
SALARY: \$DOQ/DOE
CLASSIFICATION: Non-Management, Regular, Full-time
LOCATION: Elbowoods Memorial Health Center
1058 College Drive
New Town, ND 58763-0400

POSITION SUMMARY: (position includes but is not limited to the following):

- 1) Position services primarily as staff of the Business Office at the Elbowoods Memorial Health Center.
 - a. **Job Summary (position includes, but is not limited to the following):**
 - i. Manage, plan, organize and evaluate the third party reimbursement programs.
 - ii. Develop statistical reports and control methods in determining receivables and collections. Responsible for monitoring all Business Office, Medicare, Medicaid, and Private Insurance funds as to expenditures and compiling reports.
 - iii. Prepares weekly, monthly, and annual reports utilizing the Accounts Receivable program. This would include reporting any and all discrepancies to Supervisor with supporting documents and recommending solution.
 - iv. Create projection revenue reports and forecasts collections using various reports.
 - v. Is knowledgeable of, and complies with, all coding guidelines and rules and regulations of Third-Party payers.
 - vi. Verifies accuracy of health claims number that claimed amounts are authorized, and that items of services billed are allowed by appropriate regulations, decisions, directives and other controlling guides. Identifies errors, omissions, duplications in documentation and contact the appropriate individuals to resolve problems.

- vii. Conducts a thorough review of all business office procedures, policies, staff and revises procedure in a team approach and problem resolutions
- viii. Provides documentation and training to staff regarding Insurance Compliance updates and notifications regarding Billing rules and guidelines.
- ix. Provide technical training to staff on Patient Registration, Third Party Reimbursement, Accounts Management and Patient Benefit, in RPMS software applications.
- x. Provides technical training on Affordable Care Act Policies and Procedures.
- xi. Act as a consultant and coordinate training needs of field personnel.
- xii. Ability to cross-train to other departments within the Business Office Department.
- xiii. Perform other duties as assigned.

b. Other Job Duties:

- Back-up for all Business Office positions
- Back-up for the Business Office Manager
- Training staff regarding Billing rules/guidelines
- Creating policy, procedures and training material for the Business Office
- Updates to all Business Office policy and procedures
- Completes all Business Office System Builds items and updates
- Helps troubleshoot system issues and problems
- Presents Information and Education regarding Business Office in Meetings
- Help with creating Contracts with Insurance Companies
- Open Mail
- Source Mail
- File back all incoming mail
- Send out all outgoing mail
- Send out all outgoing mail regular and certified (as needed)
- Keeping the file room organized
- Proficient in Microsoft Outlook, Word and Excel
- Using Business Office computer programs
- Upload and Downloading electronic files
- Scanning
- Faxing
- Answering the phone and making phone calls
- Locating Files
- Other duties include insurance denials, claims submission, filing/scanning and miscellaneous projects as needed.

c. Qualifications

- i. Attention to detail and accuracy is a must
- ii. Moderate MS Excel and Word skills
- iii. Ability to work as part of a team
- iv. Strong written and oral communication skills

- v. Critical and analytical thinking skills
- vi. Excellent organizational skills (updated and organize files, clean desk and on top of routine functions)
- vii. Ability to learn and utilize different software platforms
- viii. Strong time management skills
- ix. Self-motivated and proactive
- x. Dependable and shows up for scheduled work shifts
- xi. Conducts themselves in a professional manner at all times
- xii. Multi-task
- xiii. Work independently
- xiv. Will be able to work as a Team member within the Organization

- 2) Represents EMHC in a highly professional manner.
- 3) Establishes positive communication with all departments of EMHC to assure stable operations.
- 4) Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation.
- 5) Maintain required documentation and reporting as assigned.
- 6) Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary.
- 7) Actively strives to educate the community on the mission, vision, and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs.
- 8) Adheres to the Mission, Vision, and Values of the Elbowoods Memorial Health Centers.

QUALIFICATIONS, EXPERIENCE, EDUCATION

- High School diploma, **REQUIRED.** *Must submit copy of degree or transcripts with application.*
- Associate's Degree in Business Administration or related field. **PREFERRED.**
- Computer knowledge and proficiency, **REQUIRED.**
 - Knowledge of Microsoft Office Suite (Word, Excel and Outlook).
- Prior customer service and data entry/clerical experience is preferred, but not required.
- Must be responsible, dependable, and able to maintain confidentiality of information.
- Must submit and clear Criminal Records Background Check.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

PHYSICAL DEMANDS/WORK CONDITIONS

The work requires regular and recurrent standing to perform tasks, walking between the different sections of the facility, and reaching and bending to obtain supplies and operate systems.

WORKING CONDITIONS:

- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Requires prolonged sitting.
- Occasionally lifts up to 40 pounds of material.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Travel required.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completing of any requirement of the job by the employee, is intended to create a contract of employment of any type.

IT IS RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES POSITIONS.