



**Three Affiliated Tribes
Elbowoods Memorial Health Center**

1251 Elbowoods Loop
New Town, ND 58763-4400
(701) 627-4750 Fax: (701) 627-2809



Job Description

BILLING ANALYST

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Business Office Director	FLSA STATUS: FT-Regular
DEPARTMENT: EMHC Business Office	LOCATION: 1251 Elbowoods Loop
SALARY: \$25.00 - \$35.25 DOE/DOQ	OPENING DATE:
CLASSIFICATION: Non-Exempt	CLOSING DATE:

POSITION SUMMARY:

This position assists with managing, planning, organizing and evaluating the third-party reimbursement programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. 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;
2. Prepare 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 solutions;
3. Create projection revenue reports and forecasts collections using various reports;
4. Is knowledgeable of, and complies with, all coding guidelines and rules and regulations of Third-Party payers;
5. 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;
6. Conducts a thorough review of all business office procedures, policies, staff and revises procedure in a team approach and problem resolutions;
7. Provides documentation and training to staff regarding Insurance Compliance updates and notifications regarding Billing rules and guidelines;
8. Provide technical training to staff on Patient Registration, Third Party Reimbursement, Accounts Management and Patient Benefits, in RPMS software applications;
9. Provides technical training on Affordable Care Act Policies and Procedures;
10. Act as consultant and coordinate training needs of field personnel;
11. Ability to cross-train to other departments within the Business Office Department.
12. Back-up for all Business Office positions including manager;
13. Creating policy, procedures and training material for the Business Office;
14. Updates to all Business Office policy and procedures;
15. Helps troubleshoot system issues and problems;
16. Presents Information and Education regarding Business Office in Meetings;



Three Affiliated Tribes Elbowoods Memorial Health Center

1251 Elbowoods Loop
New Town, ND 58763-4400
(701) 627-4750 Fax: (701) 627-2809



Job Description

BILLING ANALYST

17. Help with creating contracts with insurance companies;
18. Proficient in Microsoft Outlook, Word and Excel as well as Adobe;
19. Using Business Office computer programs;
20. Uploading and downloading electronic files;
21. Answering the phone and making phone calls;
22. Other duties include insurance denials, claims submission, filing/scanning and miscellaneous projects as needed;
23. Represents EMHC in a highly professional matter;
24. Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation;
25. Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary;
26. 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;
27. Adheres to and abides the policies and procedures of the MHA Nation and of the Elbowoods Memorial Health Center;
28. Adheres to the Mission, Vision and Values of the Elbowoods Memorial Health Center;
29. Attend training and maintain certifications as required; and
30. Other duties as assigned.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- Supervisory role does not exist.

COMPETENCIES:

- **Analytical** – The individual synthesizes complex or diverse information;
- **Problem solving** – The individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully;
- **Verbal/written communication** – The individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings;
- **Delegation** – The individual delegates work assignments, gives authority to work independently, sets expectations and monitors delegation activities;
- **Quality management** – The individual looks for ways to improve and promote quality of the department and demonstrates accuracy and thoroughness;
- **Judgment** – The individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions;



**Three Affiliated Tribes
Elbowoods Memorial Health Center**

1251 Elbowoods Loop
New Town, ND 58763-4400
(701) 627-4750 Fax: (701) 627-2809



Job Description

BILLING ANALYST

- **Planning/Organizing** – The individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans;
- **Safety and Security** – The individual actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

KNOWLEDGE AND ABILITIES:

Knowledge

- Knowledge of the MHA Nation and Elbowoods Memorial Health Center policy and procedures of personnel administration;
- Knowledge of sound techniques in all aspects of personnel management;
- Knowledge of the organizations and operations of administrative programs.

Abilities

- Ability to develop long-term plans and programs and to evaluate work accomplishments;
- Ability to apply and adapt practices and techniques to the special requirements of senior management;
- Ability to establish and maintain effective relationships with other management staff, employees, and the public;
- Ability to present facts and recommendations effectively in oral and written form;
- Ability to be punctual, reliable, dependable and able to maintain confidentiality.

MINIMUM QUALIFICATIONS AND EDUCATION:

- High School diploma or GED; **REQUIRED**
- Associate's degree in business administration or related field; **PREFERRED**
- Five (5) years of experience in a Medical Business Office, Revenue Cycle process, Accounts Receivable or Certification in Medical Billing; **REQUIRED**
- Must have excellent communication skills and pay attention to detail;
- Cognitive knowledge, skills, abilities as related to the position;
- Computer literate and basic proficiency with Microsoft Office and other database software. i.e. RPMS/EHR; **REQUIRED**
- Familiarity with MHA Nation culture, values, and traditions;
- Must have a valid driver's license and an acceptable motor vehicle record from the North Dakota Department of Motor Vehicle; **REQUIRED**
- Must submit to a Criminal Records Background Check;
- Must submit to an Alcohol/Drug Screen and random testing as per policy.

WORKING CONDITIONS:

- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job:



Three Affiliated Tribes Elbowoods Memorial Health Center

1251 Elbowoods Loop
New Town, ND 58763-4400
(701) 627-4750 Fax: (701) 627-2809



Job Description

BILLING ANALYST

- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination;
- 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;
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment;
- Work is performed inside with exposure to unpredictable crisis situations;
- Shift work may be required;
- Extensive walking is required since interaction between all disciplines within the health care operations and management is required;
- Travel may be required to accomplish organizational goals;
- Telework is a privilege not a right. Management can revoke the telework option at any time which will require the work to be performed onsite;
- Telework travel reimbursement is reviewed on a case-by-case basis only;
- Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions:
 - The employee is regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; and talk or hear;
 - The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl;
 - The employee must regularly lift and/or move up to 20 pounds;
 - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus;
 - Must be alert, oriented, ability to perform with accuracy and always be self-conscious of surroundings.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.



**Three Affiliated Tribes
Elbowoods Memorial Health Center**

1251 Elbowoods Loop
New Town, ND 58763-4400
(701) 627-4750 Fax: (701) 627-2809



Job Description

BILLING ANALYST

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to ABR_MNTEMHCrecruitment@ihs.gov &
Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____