

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

**Job Title:** Purchase Referred Care (PRC) Billing Clerk

**Department:** Health & Wellness Center, Billing

**Hourly Rate:** \$14.00-\$15.00/hr.

**Full Time:** 40 Hours/Week

**Exempt:** No/Hourly

**Supervisor:** Purchase Referred Care (PRC) Manger

**Posting Date:** *In-House*

**Opens:** *March 15, 2023*

**Closes:** *March 21, 2023 at 4:30 pm*

**Posting Date:** **Public**

**Opens:** **March 23, 2023**

**Closes:** **April 13, 2023, at 4:30 pm**

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**Summary:** The Clinic Billing Clerk is responsible to and reports to the PRC Manager. In the absence of the PRC Manager, supervision is provided by the Clinic Administrator.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- The Clinic Billing Clerk is responsible for correcting, completing, and processing claims of all-payer codes (Private Insurance, Third Party, Workman's Comp, Wisconsin Medicare, and Medicaid) rendered by the Bad River Health and Wellness Center.
- The Clinic Billing Clerk will safeguard the security and integrity of the information obtained, maintained, and/or transmitted to others by electronic means by the Bad River Health and Wellness Center, following the Health Insurance and Accountability Act of 1996.
- The Clinic Billing Clerk will use or disclose Protected Health Information that has been appropriately authorized for quality assurance and improvement, medical and utilization reviews, auditing, grievance procedures, creation of de-identified information, customer service, patient directories, legal services, and compliance monitoring.

**Specific Responsibilities:**

- Issue claims for reimbursement to agencies for all health care services rendered by the Bad River Health and Wellness Center.
- Ensure complete and correct documentation of billed services.
- Abstracts and interprets data accurately and correctly from medical records in preparation of the claim.
- Daily review of all postings before claim submission.
- Maintains a current checking system on each patient receiving medical care, insurance, etc., and their identifying numbers.
- Effectively communicates with all payers, agencies, and programs regarding patient benefit coordination and claim processing.
- Will maintain and complete all BRHWC Facility and Provider Applications/Credentials for reimbursement of services (certification numbers, licensure, etc.) to established and new third-party payers.
- Performs all Accounts Receivables duties, collections, postings, and maintain accurate ledgers of Accounts Receivable and reports.
- All staff will be cross-trained to do all jobs within the administration area.

- Promotes a courteous, efficient public image to all patients, families, and co-workers during all work-related encounters.
- Provide a monthly statistical and narrative report to the Billing Manager (PRC Manager).
- Attend all required training.
- Will complete all HIPAA Training and requirements upon hire provided by the BRHWC.
- Perform other work duties as assigned by the supervisor.
- Able to use and troubleshoot 3rd Party Billing package through RPMS/IHS.
- Submit all claims to the clearinghouse and review and complete rejections.
- Must have a working knowledge of insurance portals and websites.
- Ensure all available insurance is billed with every claim.
- Updating policy and procedure manuals as directed.
- Assist with data collection and run reports as directed by manager
- Post insurance payments for all clinic revenue.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

**Required:**

Graduate of undergraduate or technical programs for Medical Billing that is relevant to the position or successful work experience in a similar position.

**Preferred:**

Medical Coding Certification and/or willing to become certified.

**Other Skills and Abilities:**

Ability to understand and practice bookkeeping and accounting terminology.

The ability to deal constructively with conflict is required.

Must possess good time management skills.

Sound judgment and the capability to respond to unusual circumstances are required.

Ability to plan and coordinate varied and complex situations.

Keyboarding and computer skills are required.

Excellent attendance regularly is required.

**Background Check:**

This position is contingent on the required ability to pass a caregiver background check when working with children and/or the elderly.

**Language Skills:**

Excellent oral and written communication skills are required.

Excellent interpersonal skills with the ability to get along well with diverse personalities are required.

**Physical Demands:** The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasional lifting up to 25lbs and/or carrying for short distances.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the working environment is usually moderate to loud. Subject to inside and outside weather conditions.

**Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

**Send Application and Resume To:**

**Bad River Tribe**

**Attn: Human Resources**

**P.O. Box 39**

**Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

**Application material may also be emailed to:**

[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)