

# 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:** Billing/PRC Specialists  
**Department:** Health and Wellness Center  
**Hourly Rate:** \$17-\$19 (DOQ)  
**Full Time:** 40Hrs/Week  
**Exempt:** No/Hourly  
**Supervisor:** PRC/Billing Manager  
**Posting Date:** Public  
**Opens:** May 6, 2024  
**Closes:** May 20, 2024, at 4:30 pm  
**Posting Date:** Public  
**Opens:** May 21, 2024  
**Closes:** Open Until Filled



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**Summary:** The Billing and Purchased Referred Care Specialists will be under the supervision of the Billing/PRC Manager. In the absence of the Billing/PRC Manager, Supervision will be provided by the Billing/PRC Assistant Manager.

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

- Knowledgeable about the PRC Manual, policies, regulations, and procedures.
- Assists with procedures for issuing medical authorization, writing authorization(s) for medical care for eligibility persons using Standard Forms, IHS-43, IHS-57, and IHS-64, with maintaining a commitment registry to record, in sequence, all obligations for health services incurred against the contract.
- Maintains Locked vendor services files, which include client files and voucher payment files.
- Interviews and records data on eligible persons, screen/review all information and determine PRC eligibility and/or alternate resources as directed.
- Assists with maintaining contact with various agencies and health organizations including Tribal reservation programs Tribal Social Services and other Human Services resources to provide prompt, effective service to meet the needs of the service population.
- Assists with communications regarding the availability of funds, establishment of priorities, and program operational procedures.
- Provides program information and alternate referral services to eligible persons.
- Assists with maintaining contract dental care procedures including referral procedures under the priority system.
- Assists with the reviews of Delta Dental authorizations to ensure patient eligibility for services, with maintaining a record of dental authorizations and expenditure reports, maintaining a contract with local dental health care providers, local health agencies, and IHS area dental branch.
- Attends training/education related to PRC, medical billing, and medical coding as needed.
- Alternates with other PRC staff opening, date stamping, processing, and filing all PRC mail.
- Cross train in all areas within the department. (Billing, PR, and Registration)
- Re-prices PRC claims according to Medicare-like rates.
- Assists other Billing Personnel as needed.
- Issue Claims for reimbursement to agencies for all health care services rendered by the Bad River Health and Wellness Center.
- Ensure Complete and accurate 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.
- Performs all accounts receivables duties, collections, postings, and maintains accurate ledgers of accounts receivable reports.
- Will work closely with Clinic Accountant, Billing/PRC Manager, and Assistant Billing/PRC Manager.
- Promotes a courteous, efficient, and professional image to all patients, visitors, vendors, and co-workers during all work-related encounters.
- Provide a monthly statistical and narrative report to the Billing/PRC Manager.
- Will complete all HIPAA training and requirements upon hire and annually provided by BRHWC.
- Perform other work duties as assigned by the Manager or Assistant Manager.
- Due to the nature of this position excellent attendance and punctuality are a requirement.
- Submit all claims to the clearinghouse and review and complete rejections.
- Must have working knowledge of insurance portals and websites.
- Monitor the use of Delta Dental PRC Funds with clinic accountant.
- Ensure that 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.
- Must have the ability to work independently.
- Understands and works effectively with tribal accounting/finance.
- Other duties as assigned

**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. Knowledge of the uniqueness of the Bad River Community.

**Education and/or Experience:**

**Required:**

- High School Diploma/equivalent
- Two (2) years of experience in insurance billing or related field is required.
- Good attendance record documented by previous employers.

**Preferred:**

- Bachelor's degree in health administration, Health Planning, Administration, or related area preferred.

**Other Skills and Abilities:**

**Required:**

- Must possess the ability to plan, organize and prioritize program objectives and responsibilities.
- Excellent communication skills.
- Above-average customer service and conflict resolution skills documented by previous employment records.
- Basic understanding of medical billing and coding.
- Excellent computer skills and knowledge of Microsoft programs.

**Background Check:**

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

**Language Skills:**

Must possess strong oral and written communication skills.

**Reasoning Ability:**

Ability to interact with clients/public, fellow employees, tribal programs, and federal agency personnel with objectivity and courtesy.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must be physically able to perform all job duties. Sedentary work along with standing and walking is required. Occasional lifting to 25 pounds.

**Cultural Sensitivity:**

This position requires an awareness and deep appreciation of tribal traditions, customs, and socioeconomic needs. It always requires the ability to meet and deal effectively in contacts with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, and sound judgement in handling sensitive issues. Open mind to culturally sensitive treatment plans that have a healing component such as sweat lodge; pipe ceremony; talking circles with eagle feathers; etc.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

**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)