



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 042-19

OPENING DATE: 02/25/2019

CLOSING DATE: 03/08/2019

POSTED: IN & OUT

POSITION: Billing Technician
PAY GRADE: NE7 (\$13.97/ hr. to \$16.42/hr.)
FLSA STATUS: Non Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Health Center
REPORTS TO: Billing Supervisor
BACKGROUND LEVEL: Child Care

JOB PURPOSE:

Performs comprehensive pharmacy billing and collection processes, resolves real-time claim disputes and denials, and maintains account receivables. Responsible for seeking alternate resources for high cost drug reimbursements.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Gathers and verifies patient medication insurance information, including coverage types, insurance name and bank identification number (BIN), process control number (PCN), group number, and member number.
- Establishes and maintains insurance files in the pharmacy point-of-sale system; assures accuracy of BIN, PCN, group numbers, and member numbers for related patient demographics and insurance files.
- Monitors and tracks the pharmacy claims transmissions to insurance carriers and assures that claims are accepted and promptly resolves claims that are rejected; confirms the receipt of real-time claim adjudications.
- Identifies the patient accounts requiring the coordination of benefits and processes all prior authorizations for patient prescriptions. Posts and reconciles payments from third party payors in a timely and efficient manner.
- Maintains accurate patient accounts and makes adjustments as needed; adequately documents accounts.

- Monitors pharmacy account receivables to assure timely receipt of payments for adjudicated claims.
- Identifies high cost drugs and analyzes reimbursement limitations; identifies medication assistance programs available to offset cost.
- Assists in identifying and preparing contracting documents to maximize third party reimbursements.
- Works closely with pharmacists and coder to obtain information regarding diagnosis, medical documentation, other medications, or National Drug Code (NDC) numbers, etc., necessary for processing prescription claims.
- Ensures compliance with HIPAA regulations.
- Maintains confidential information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.

- High School Diploma or GED.
- Certified Pharmacy Technician
- State of New Mexico Pharmacy Technician License.
- One year pharmacy experience.
- Must be able to type.
- Must be able to pass a TB screening.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of drugs, medical procedures and therapies, diagnosis and disease states, and some pharmacokinetics.
- Knowledge of Isleta Tribal culture and customs.
- Knowledge of and ability to adhere to HIPAA and privacy regulations.
- Knowledge in the use and understanding of medical terminology and calculations.
- Knowledge of medication brands and generic names.
- Knowledge of pharmacy billing requirements, insurance and third-party systems and payments.
- Knowledge of billing and accounts receivable accounting.
- Knowledge of RPMS data systems, Facts and Comparisons, DEA Look-up, Prescription Monitoring, USPS Zip Code Look-up, and Script Pro software.
- Skill in completing projects and duties on time in a fast paced environment.
- Ability to work with accuracy and attention to detail
- Ability to organize and prioritize a variety of tasks and projects. Ability to assess the identity, strength and purity of medications.
- Ability to use drug references and calculator.
- Ability to communicate efficiently and effectively both verbally and in writing.

- Ability to exercise independent judgment.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT

- Work is generally performed in an interior/clinical setting with a moderate noise level.
- Frequent interaction with the public.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.