PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 174-22

OPENING DATE: 01/10/2023
CLOSING DATE: 02/13/2023
POSTED: IN/OUT

POSITION:	Purchased/Referred Care Accounting Clerk
PAY GRADE:	NE5 ($15.97/hr. - $21.56/hr.)
FLSA STATUS:	Non-Exempt
POSITION TYPE:	Full Time
FUNDING SOURCE:	Grant Funded
DEPARTMENT:	Health Services
REPORTS TO:	Patient/Referred Care Manager
BACKGROUND LEVEL:	Child/Elder

JOB PURPOSE: Performs basic tasks required to process daily accounting transactions in Purchased/Referred Care accounts payable.

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:

- Receives and matches incoming health care claims to an approved referral requisition; ensures receipt of the explanation of benefits (EOB) and validates the ICD, CPT, HCPCS, and CDT coding.
- Data enters and issues purchase orders based on provider contract terms or health insurance program rules.
- Closes out the electronic purchase order batches for management review and approval on a weekly basis; copies, scans, and files corresponding claims and explanation of benefits (EOB) and mails originals to the fiscal intermediary.
- Reconciles vendor statements.
- Assists vendors and fiscal intermediary with inquiries regarding patient alternate resources, purchase orders, and payment status for open purchase orders.
- Participates in resolving patient billing statements; requests for claims and explanation of benefits (EOB) from the vendor, and/or providing vendor with primary payer information.
- Researches and resolves pended or aged purchase orders.

- Maintains positive relationships with the fiscal intermediary, vendors, and patients.
- Responsible for maintaining, scanning, and updating all vendor contract files; including verifying all vendor files and assures receipt of all vendor IRS Form W-9.
- Responsible for all incoming mail and proper distribution.
- Ensures compliance with HIPAA regulations.
- Maintains confidential information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:
- High School Diploma or GED.
- Two years' work experience in accounting or related field, preferably in health care setting.
- Must be able to pass a TB screening.
- Must provide written copy of immunization record prior to employment.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:
- Knowledge of basic accounting, math, and record keeping practices and procedures.
- Knowledge of laws, rules, and regulations that apply to fiscal operations.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements, including HIPAA, Medicaid, Medicare, Workers Compensation and other insurance programs.
- Knowledge of medical terminology.
- Knowledge of CPT-4, ICD-10, HCPCS and CDT coding.
- Skill in operating computerized accounting systems, database systems, spreadsheets, and office software programs.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to provide effective customer service.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to analyze, compare and interpret facts and figures.
- Ability to analyze financial information and draw logical conclusions.
- Ability to read, comprehend, explain and apply laws, regulations, policies and procedures.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to work independently with minimal supervision.

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.
- Employee may be exposed to unpleasant odors, bodily fluids, blood borne pathogens, hazardous material and infectious disease.
- Situations may occur where surgical masks, safety goggles, gloves and protective face shield are needed.
- Frequent interaction with the public.

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