



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

**POSTING NO: 155-23**

**OPENING DATE: 08/29/2023**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Billing Technician Pharmacy  
**PAY GRADE:** NE6 (\$17.57/hr. - \$23.72/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Health Services  
**REPORTS TO:** Billing Supervisor  
**BACKGROUND LEVEL:** Child/Elder

**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.
- Cross trains in Administrative Services units (HIM) for coverage during critical occurrences.
- 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.
- 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 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 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 and Native American Indian preference shall apply to all positions at Pueblo of Isleta.

**EMPLOYEE'S CERTIFICATION:**

I acknowledge receipt of this job description and my supervisor has discussed it with me.