



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
**PHONE: (505) 869-7584 FAX: (505) 869-7579**  
**EMAIL: [poiemployment@isletapueblo.com](mailto:poiemployment@isletapueblo.com)**

### **VACANCY ANNOUNCEMENT**

**POSTING NO: 060-24**

**OPENING DATE: 05/03/2024**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Billing Technician  
**PAY GRADE:** NE5 (\$20.65/hr.-\$27.88/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Health Services  
**REPORTS TO:** Billing Supervisor  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Processes third party billings and collections, maintains patient accounts, and performs data entry and reconciliation activities in a timely and efficient manner.

*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 ensures accuracy of required information; electronically files claims to third party payers and other insurance plans on a timely basis and in accordance with established policies, procedures and protocols.
- Posts and reconciles payments from third party payers and individuals on a timely basis.
- Maintains accurate patient accounts and makes adjustments as needed; adequately documents accounts.
- Verifies accuracy of all billing data for patients including; commercial, state and government insurance.
- Maintains files for workers compensation and various payer sources.
- Interacts with third party payers and other insurance plans as needed.
- Maintains key functions of accounts receivable including; revenue and charge entry posting and balancing.

- Accounts for daily patient encounter forms, and completes applicable coding and data entry.
- Processes and enters dental charges, medical, ems, and behavioral health charges.
- Identifies delinquent accounts and refers to collection agency as appropriate.
- Reviews system generated reports to identify claims ready for billing; ensures accuracy and completeness of claims and approves for billing; corrects billing of previously submitted accounts and rebills as needed.
- Manages unbilled claims; researches delinquent and denied claims; follows-up and resubmits denied claims.
- Maintains accounts receivable aging and oversees applicable account adjustments.
- Substitutes as patient registrar or receptionist as needed.
- Establishes and maintains an effective filing and retrieval system according to established policies and procedures.
- 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.
- One year claims processing, billing or accounting experience.
- Must be able to type at 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 applicable federal, state, county and local laws, regulations, and requirements related to HIPAA, Medicare, Medicaid, and commercial insurance programs.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of records management and basic accounting procedures.
- Knowledge of basic medical terminology.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of billing requirements, Medicaid, Medicare, Worker's compensation and other insurance programs.
- Knowledge of medical terminology.
- Knowledge of CPT-4, ICD-9, HCPCS and CDT coding.
- Knowledge of billing and accounts receivable accounting.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to provide effective customer service.
- Ability to exercise independent judgment.

- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to maintain confidentiality.
- 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.
- Frequent interaction with the public.

**PREFERENCE:**

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