



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

POSTING NO: 123071-26

OPENING DATE: 07/13/2025

CLOSING DATE: 10/11/2026 or OUF

POSITION: Billing Technician
PAY GRADE: NE5 (\$21.27/hr. - \$33.14/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Health Services
REPORTS TO: Billing Supervisor
BACKGROUND LEVEL: Child/Elder

POSTED: IN/OUT

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.