

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH07214099

DATE POSTED: 07/17/17

POSITION NO: 244003

CLOSING DATE: 07/28/17

POSITION TITLE: Reimbursement Specialist (S)

DEPARTMENT NAME / WORKSITE: DOH/Department of Behavioral Health Services/Gallup, NM

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AB61A

WORK HOURS: 8:00 am-5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 31,179.20 PER ANNUM

SEASONAL: DURATION : _____ \$ 14.99 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Submits claims to third party providers; coordinates billing documents reflecting stable billing execution activities, corrections and adjustments as a part of operating fiscal management responsibilities; computes, calculates and enters billing data information; validates and transmits claims; rebills and/or corrects billing claims/statements.

Resolves billing invoice and voucher inconsistencies; verified information, reviews reports to identify claims using various types of computer software; identifies and resolves billing transactions and connecting problems; provides automated transmission of all third party claims; identifies inconsistencies and discrepancies and makes corrections; explains claims collections questions; explains governing regulations and procedures; responds to third party inquiries on post payments, exclusions, denials and appeals; prepares, validates and transmits reports of billing and data activity.

Assures claims are completed with appropriate supporting documents; performs initial research of transactions to determine cause of erroneous billing where applicable; considers financial reports of billing obligations and corrects as necessary; maintains standard reconciliation system; enters and verifies data in a computerized system and prepares reports; compiles reports; identifies sources and extracts necessary information.

Assures computations and billing documents are accurate and transmitted; monitors automated transmission of all third party claims in a timely manner; receives, examines and processes claims to assure claims are completed with appropriate supporting documents; attends related governmental meetings/consultations when necessary.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and two (2) years of experience in billing and coding medical records and third party billing.

Special Requirements:

- A favorable background investigation is required.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of automated databases associated with financial management software to input a range of standard billing information or adjustments; knowledge of the structure and content of accounts maintenance or other financial management related documents (e.g., invoices, reports, travel orders, payroll forms, etc.); knowledge of basic mathematical calculations; knowledge of customer services and public relations practices; knowledge of basic accounting methods and practices.

Ability to coordinates, communicate and demonstrate customer service and interpersonal skills with third party programs, healthcare professionals and customers; ability to manage fiscal matters, forecast educational and training resources and equipment needs and identifying budget needs; ability to resolve complex billing transactions and maintain the integrity of confidentiality of sharing electronic health record/medical information.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.