



White Earth Reservation Tribal Council

P.O. Box 418

White Earth, Minnesota 56591

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CHAIRMAN

Terrance "Terry" Tibbetts

SECRETARY-TREASURER

Tara Mason

DISTRICT I

Steven "Punky" Clark

DISTRICT II

Kathy Goodwin

DISTRICT III

Eugene "Umsy" Tibbetts

White Earth Reservation Tribal Council Job Announcement

Position: Quality Assurance Billing/Coding Specialist

Open: 05-15-17

Location: Minneapolis

Close: 05-26-17

Pay: \$26.23/hr.

Benefits: Full

Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified candidate who will be responsible to review billing of the Behavioral Health Program, daily electronic health charting, reconcile coding; and assure documentation maximizes third party billing encounters and receipt.

- Reviews electronic health record data for continuous quality improvement by programs to maximize billing.
- Assists managers with improving productivity by staff in electronic record; and service productivity.
- Oversees departmental billing and coding to ensure maximizing of claims.
- Communicates directly to Behavioral Health Director and external sources to ensure organization is represented in a professional manner.
- Works with Division Director to build an enhanced service delivery system to promote services.
- Performs other duties and responsibilities as required or assigned

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the White Earth Behavioral Health Division.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Ability to work cooperatively within Behavioral Health, White Earth RTC, local, State and Federal meeting groups, committees and/or boards to make the work of the group successful and effective.
- Ability to travel to location in-State and out of State for work.
- Ability to train employees.
- Skilled in working independently and as part of a team.
- Ability to become fluent in laws, legal codes, government regulations, impacting charting and coding and billing.
- Knowledge of economic and accounting principles and practices, and the analysis in reporting of financial data.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office and electronic health records.

Qualifications:

- Associate Degree in billing/coding or business/management/financial; or equivalent of education and experience.
- Skilled in medical billing and coding.
- Skilled in operation of multiple electronic health records.
- Valid Driver's License and insurance for travel between sites and other business related destinations.

Mail Applications to:

White Earth Tribal Council
Attention: Personnel
P.O. Box 418
White Earth, MN 56591

Download Applications at:

www.whiteearth.com

EEO with Native Preference

*A Drug Free Workplace – Tests for alcohol and illegal drug use required prior to and during employment
Background Checks performed*