



White Earth Reservation Tribal Council

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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: Urban Billing/Coding Account Specialist

Open: 02-19-18

Location: **Minneapolis**

Close: 02-23-18

Pay: \$20.95/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; assist with routine accounts pay and invoicing to assist departments in operating in the most fiscally efficient way.

- 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.
- Responsible for departmental billing and coding to maximize claims.
- Communicate to ensure organization represented in a professional manner.
- Responsible for assisting and completing routine billing functions.
- Communicates accurate financial information directly with program managers and Division Director.
- Answer vendor questions regarding payments to maintain customer satisfaction.
- Process purchase orders, make cash deposits and cash disbursement requests for payments to assure that outstanding liabilities are paid in a timely manner.

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. (Word, Excel, PowerPoint, Outlook, Procentive, DAANES, SAMMS, MNITS).

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

