



White Earth Reservation Business Committee

P.O. Box 418
White Earth, Minnesota 56591
Tel. (218) 983-3285 ext 5852
Fax (218) 983-4343

CHAIRMAN
Terrance Tibbetts

SECRETARY-TREASURER
Tara Mason

DISTRICT I
Steven "Punky" Clark

DISTRICT II
Kathy Goodwin

DISTRICT III
Eugene "Umsy" Tibbetts

White Earth Reservation Business Committee Job Announcement

Position: Medical Account Specialist
Location: White Earth Home Health
Pay: \$19.26/Hr.
Benefits: Full
Open: 07-16-18
Close: 07-20-18
Status: Full time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for a variety of professional and technical accounting duties involved in preparing and submitting medical billings, maintaining revenue and program records, contacting insurance companies and others to collect payments for services provided. The Billing Specialist completes health related billing and coding services, answers inquiries from insurance companies and patients.

- Reviews electronic health record data for continuous quality improvement by program to maximize billing.
- Assists with improving productivity by staff in the electronic record; and service productivity.
- Responsible for departmental billing to maximize claims.
- Communicate to ensure organization is represented in a professional manner.
- Responsible for assisting and completing routine billing functions.
- 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 Reservation Business Committee, the Home Health Agency and the Ambulance agency.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.
- Knowledge of bookkeeping principles and procedures, administrative and clerical procedures and medical billing experience is required.
- Knowledge of federal laws including Health Insurance Portability Accountability Act (HIPPA), health billing codes, government regulations, and agency rules.
- Ability to apply accounting procedures and data entry to produce accurate information to federal, state, tribal and private billing entities.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, RPMS, Outlook).

Qualifications Include:

- **Associate Degree or higher in billing, coding, business, management, financial; or equivalent of education of experience.**
- **Skilled in medical billing and coding.**
- **Valid Driver's License and insurance for travel between sites and other related businesses.**
- **Must be able to pass a criminal background check and drug screening.**

Mail Applications to: White Earth Reservation Business Committee
Attention: Personnel
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com