



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque
DISTRICT I Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Lee Erickson

Job Announcement

Position: Quality Assurance I

Location: White Earth

Pay: \$26.23/hr

Benefits: Full

Open: 03-09-26

Close: 03-20-26

Status: Full time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for processing paperwork, handling billing tasks and supporting the Health Division by utilizing office machines and programs. This position requires answering phones and transferring calls to the appropriate staff for follow-up, as well as entering data into spreadsheets. The role also involves maintaining up to date knowledge of relevant Tribal, Federal and State laws as they apply to the Health Division.

Position outcomes:

- Review electronic health record data for quality improvement.
- Oversee patient demographics and insurance data.
- Identify and separate services for correct billing.
- Manage documentation for spending.
- Communicate with the Health Division Business Manager regarding documentation needs.
- Assist in departmental billing to maximize claims.
- Reconcile claims by reviewing them.
- Work with NEMTs, and Tribal Agencies to address any issues.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- **Basic knowledge of the policies and procedures of the White Earth Tribal Council.**
- **General understanding of federal laws, such as HIPAA, MNDOT, and other regulations.**
- **Proficient in Microsoft Office (Excel, Word), MMIS, and RPMS.**
- **Ability to follow instructions and work independently or in a team.**
- **Strong organizational skills and ability to meet deadlines.**

Qualifications:

- **HS school diploma or GED**
- **Ability to learn medical billing procedures within one year.**
- **Must be able to pass the Net Study background.**
- **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.**
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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 may be required prior to and during employment
Background Checks performed*