



Poarch Band of Creek Indians

5811 Jack Springs Rd. ♦ Atmore, AL 36502
 Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov

	Job Announcement: HR2017:126
Position Title: Accounts Receivable Specialist	Advertising: Publicly
Department: Health	Division: Health & Elder Services
Immediate Supervisor: Revenue Cycle Director	Department Director: Health & Elder Services Division Director
Employment Status: Non-Exempt	Position Type: Regular Full-Time
Mandatory Reporter: No	Background Check Required: Yes (data-sensitive)
Opening Date: Thursday, December 21, 2017	Closing Date: Thursday, January 4, 2018 by 5:00 p.m.

Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code.

Overall Objectives of Position

The Accounts Receivable Specialist is responsible for performing the accounts receivable support function through the posting of payments, adjustments, and denials to the account receivable section within billing system and for reconciling monies deposited. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Accounts Receivable Specialist is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable program.

The Accounts Receivable Specialist is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.

Primary Responsibilities of the Accounts Receivable Specialist

- Maintains accounts by reviewing documents to verify data to be entered in the system.
- Reconciles accounts, compares balances with related data to assure balancing; reviews records and source documents to identify discrepancies and determines entries needed to bring accounts into balance.
- Performs work consisting of examination for accuracy of claims and other requests for payments for services by the government, insurance companies, and beneficiaries.
- Maintains accounts receivable ledger associated with third party payer claims.
- Reviews and reconciles all third party payer documents for correct data and on all third party vouchers for accurate claims number. Prepares monthly, quarterly, and annual reconciliation of third party billing to assure that collections, billed data, and the computerized and manual reports balance.
- Reviews and examines various types of bills, patient care to third party payers and performs third party collection posting to the automated receivable program.
Receives and reviews all explanation of benefits and remittance from third party payers.
- Identifies and records proper claim numbers on each remittance and posts to the appropriate account.
- Responsible for the posting of all contractual/adjustments related to and in conjunction with posting of payments in accordance with clinic policy.
- Audits all documents received for completeness and accuracy, analyzes and selects guide to determine whether payments are full or partial in accordance with clinic policy and procedure; whether they are timely.
- Maintains current documentation and guidelines pertaining to reimbursement activities in appropriate files, binders, etc. and ensures preparation and distribution of copies to all appropriate staff.
- Documents all activity performed on patient accounts in the billing system.
- Responsible for self-education by reading all third party newsletters, periodicals and updates circulate by management.
- Attends all continuing education opportunities made available.
- Maintains a working knowledge of all applicable Federal, State and Tribal laws and regulations, as well as all policy and procedures.
- Actively participates in department meetings, committees, and conferences.
- Performs other duties as assigned appropriate person.

Day-to-day Responsibilities

- Same as above.

Education/License/Certification and Experience Requirements

- High school diploma or equivalent required.
- Two (2) years employment experience with third party billing receivables in a medical clinic setting.
- Coding or billing certification from an accredited agency preferred.

Skills Required

- Absolute confidentiality, adhering to HIPAA guidelines and the Privacy Act.
- Thorough understanding of computer systems, knowledge of Windows and MS Office required.
- Knowledge of RPMS billing software and other billing packages preferred.
- Knowledge and understanding of established and standardized business office procedures and clinic policies sufficient to perform duties.
- Working knowledge of ICD-9, ICD-10 and CPT/HCSPC's coding terms in order to interpret and resolve problems based on information required.
- General knowledge of third party payer reimbursement logic and accounts receivable management.
- Knowledge of a variety of accounting transactions and documents, codes, structures and procedures.
- Exceptional organizational skills.
- Knowledge of patient care charts and patient histories.
- Ability to gather data, compile information and prepare reports through the use of spreadsheets or other data management software.
- Knowledge of HIPAA regulations and the Data Privacy Act of 1974.

Additional Requirements

- Must successfully pass the required criminal and character background check.
- Ability to travel and participate in required training, leadership development, and other events.
- Ability to adequately and successfully perform all duties and responsibilities of this position.

Every applicant must complete an application provided by Human Resources. Human Resources is located in the modular building next to the Assisted Living Facility. A resume will not be accepted in the place of an application. **Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.**