
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Vacancy Announcement

(Internal Posting)

Title: Billing Clerk/Dental Coder
Reports To: Business Office Manager
Location: Happy Camp, CA
Salary: \$17.00 to \$24.00 per hour depending on experience
Classification: Full Time, Regular, Non-Exempt, Non-Entry Level

Summary: The purpose of the Biller/Dental Coder is to ensure that all third-party resources are submitted in a correct and timely manner for Karuk Tribe patients and to code all dental claims for Orleans and Happy Camp Dental Clinics. This position includes the ability to accurately create and process health claims via paper or electronically as accepted by the payer; including use of ICD 10, CPT and HCPC coding. Will actively pursue insurance verification and payer coverage regulations and shall assist with patient registrations when needed. The Biller shall also assist A/R Clerks with insurance denials and complete secondary or tertiary billing to ensure maximum entitled reimbursement. This position also includes Coding Dental claims uniformly and consistently using CDT Codes to accurately document the dental treatment provided.

Application Deadline: April 6, 2021 by 5:00 pm

Applications are available at all Tribal Offices or on the Internet at www.karuk.us The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

POSITION DESCRIPTION

Title: Billing Clerk/Dental Coder

Reports To: Business Office Manager

Location: Happy Camp, CA

Salary: \$17.00 to \$24.00 per hour depending on experience

Classification: Full Time, Regular, Non-Exempt, Non-Entry Level

Summary: The purpose of the Biller/Dental Coder is to ensure that all third-party resources are submitted in a correct and timely manner for Karuk Tribe patients and to code all dental claims for Orleans and Happy Camp Dental Clinics. This position includes the ability to accurately create and process health claims via paper or electronically as accepted by the payer; including use of ICD 10, CPT and HCPC coding. Will actively pursue insurance verification and payer coverage regulations and shall assist with patient registrations when needed. The Biller shall also assist A/R Clerks with insurance denials and complete secondary or tertiary billing to ensure maximum entitled reimbursement. This position also includes Coding Dental claims uniformly and consistently using CDT Codes to accurately document the dental treatment provided.

Responsibilities:

1. Shall assign appropriate ICD and CDT codes corresponding with the documented patient information using the RPMS/Dentrix system in accordance with coding guidelines and IHS requirements and verifies the information will enable a "clean claim" to pass forward to the billing department and ultimately to the insurance company.
2. Will keep dental coding up to date not falling more than 5 days behind the providers.
3. Continually strive to ensure the confidentiality, security, and safety of patient records and demonstrates compliance with Medical Records Policy and procedures. Shall have knowledge of and comply with the legal regulations and requirements pertaining to medical confidentiality, specifically to Privacy Act of 1974, IHS Privacy Act and HIPAA regulations.
4. Consistently assist with all dental coding activities, trainings, updates and education for all staff and medical providers at all clinic locations.
5. Politely communicates with providers regarding deficiencies found on visit records and ensures deficiencies are corrected.
6. Consistently reviews and keep up to date on recent dental codes and dental coding regulation changes.
7. Capably assists with conducting dental coding audits to determine accuracy and compliance with applicable regulations.
8. Shall appropriately verify patient insurance and third party coverage information to insure accurate billing to third party payers and private pay payers to reduce claim denials.
9. Ability to calculate figures and amounts such as sliding fee percentage discounts.
10. Shall accurately assist with insurance denials, constantly striving to keep the Age Detail at a minimum.
11. Shall accurately bill third party payers and private pay payers to reduce claim denials.
12. Shall efficiently print bills weekly and check them for accuracy before submitting them.

13. Shall accurately ensure that all claims are coded, processed, and sent out within five (5) working days of receipt in the department.
14. Shall accurately process a minimum of 600 claims per month.
15. Shall be readily available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested including use of Diagnosis codes and procedural codes, demonstrating competence of their use.
16. Is courteous in accepting other job duties as assigned.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well, meet deadlines, and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.
5. Strong organization, highly-detailed oriented, problem-solving, and analytical skills.
6. Excellent written and oral communication skills, multi-tasker.

Requirements:

1. Must possess a valid California Driver's License, good driving record, and be insurable by the Tribe's insurance carrier.
2. Must have High School Diploma or equivalent.
3. Must have one-year experience in this field or two years of experience in a similar field.
4. Must have working knowledge of medical billing terminology, CPT, HCPCS, ICD-10 and dental CDT codes.
5. Ability to perform diversified clerical functions and basic accounting procedures. Must have basic understanding of Excel and Word software.
6. Must have basic understanding of billing software, knowledge of Business Math and ability to work independently.
7. Demonstrates the ability to participate in departmental cross training and job sharing.
8. Must be willing to learn dental CPT and CDT codes for optimal reimbursement.
9. Must strictly adhere to confidentiality, HIPAA policies, and shall comply with the requirements of the IHS Privacy Act.
10. Must provide documentation of immunity to measles, rubella and /or become immunized with the recommended vaccines, including Hepatitis B.
11. Must test annually for TB and annual employee physical.
12. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Council Approved: November 2, 2017

Chairman's Signature: _____

Employee's Signature: _____

**** Employees must sign position descriptions annually, during their evaluation.**