



# *Sokaogon Chippewa Community*

**3051 Sand Lake Road, Crandon, WI 54520**

**Phone: (715) 478-7500 \* Fax: (715) 478-5275**

***www.sokaogonchippewa.com***



**Position:** Medical Biller  
**Location:** SCC Health Clinic  
**Hours:** Full-time – 40 hours per week  
**Salary:** Commensurate with Education and Experience

## **Job Summary:**

*The Medical Biller is responsible for the day to day functions of the billing revenue cycle, implementing policies, procedures and systems for quality assurance as directed by Medicare, Medicaid and Private insurances. Additional responsibilities include training and educating new and existing employees on the expectations for billing processes.*

## **Duties/Responsibilities:**

- Communicate with patients on missing or inaccurate insurance information to resolve issues in a timely manner for optimal billing payment on claim.
- Review and release claims including management of claim rejections.
- Follow up and manage accounts receivable for optimal billing payment on claims.
- Manage denial and appeals
- Process transactions within 30 days including correcting inaccuracies to claim.
- Provide education and guidance to team members for proper Revenue Cycle Procedures.
- Implement and adhere to policies, procedures and systems within the EHR system for accurate billing procedures.
- Ensure accuracy to optimize reimbursement while being acutely aware and adhering to regulations of CMS and private insurance.
- Monitor tasks and team members to improve Revenue Cycle practices and increase revenue.
- Prepare and submit reports to management upon request.
- Ensure adherence to objectives, operating policies and procedures and strategic action plans for achieving goals of team and agency.
- Ensure compliance with applicable laws, regulations, procedures and policies.
- Complete other duties as assigned

## **Qualifications:**

- High school diploma or equivalent required
- A minimum of 2 years of health care billing experience required.
- Strong ethics and high level of personal and professional integrity.
- Strong verbal and written communication preferred.
- Knowledge of federal, state laws and requirements relating to healthcare management and HIPAA.

**Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-ewe-meing-gun-a-sepii**



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- Exceptional organizational skills with high level of attention to detail
- Self-starter, results driven, highly motivated, high energy individual
- Proven track record of working towards and exceeding metrics strongly preferred
- Ability to multitask
- Ability to work independently and as part of a team
- Experience with or ability to learn the SCC Clinic EHR system.
- Maintain professional and consistent communication skills in working with providers and medical staff as needed to ensure correct information before billing process begins.

*Pre-employment/random drug tests and a background check will be required for this position.*

**Native American preference is granted according to PL 93-638**

Submit completed applications and resumes to:

Kimberlee A. Soldier, Interim HR Director

3051 Sand Lake Road

Crandon WI 54520

(715) 478-7663

Email: [hr@scc-nsn.gov](mailto:hr@scc-nsn.gov)

Posting Date: August 30, 2022

Closing Date: Until filled

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