

NORTHEAST MONTANA HEALTH SERVICES
JOB DESCRIPTION
INSURANCE CLERK - IHS

NAME: _____

ACCOUNTABLE TO: **DIRECTOR, BUSINESS OFFICE**

PURPOSE OF YOUR JOB POSITION

The primary purpose of your job position is to accurately bill for patient services rendered for the following: Indian Health Service for all campuses of NEMHS including LRHC and Riverside Clinic, Secondary insurance billing for LRHC and Riverside Clinic.

As an Insurance Clerk, you are delegated the authority, as stipulated by your Supervisor, the responsibility and accountability, necessary to carry out your assigned duties.

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only job duties that you will be required to perform. The omission of specific statements of duties does not exclude them from your position if the work is related, similar or a logical assignment to your position.

WORKING CONDITIONS

1. Works in a well-lit, ventilated office area.
2. Is subject to sitting, standing, and bending intermittently throughout working hours.
3. Is subject to frequent interruptions.
4. Is subject to hostile, emotionally upset patients, residents, family members, personnel, visitors, etc.
5. Is willing to work beyond normal working hours, weekends, and holidays when necessary.
6. May be exposed to infectious diseases and hazardous waste.
7. Must travel between the campuses of NEMHS.

ESSENTIAL JOB QUALIFICATIONS

1. Must possess a high school diploma.
2. Is preferable to have a minimum of two years' experience in bookkeeping.
3. Must present a good comprehension and operational knowledge of computers.
4. Must be able to read, write, speak, and comprehend the English language.

5. Must be able to see and hear, or use prosthetic devices that will enable these senses to function adequately to assure that the requirements of the position can be fully met.
6. Is preferable to have working knowledge of nursing procedures, and medical terminology.

ESSENTIAL JOB FUNCTIONS

1. Must display and maintain complete confidentiality at all times.
2. Must be able to cope with the mental and emotional stress of the position.
3. Must be able to function independently, have flexibility, personal integrity, and the ability to work effectively with patients, family members, co-workers, physicians, and outside agencies.
4. Must attend and participate in educational offerings to keep abreast of changes that effects your position.

MAJOR RESPONSIBILITIES

1. **Responsible** for billing of all Indian Health Service claims for all campuses of NEMHS, including LRHC and Riverside Clinic and assuring the correct processes are in place to facilitate accurate and timely payment of charges.
 - a. Is acutely knowledgeable of the regulations surrounding IHS billing.
 - b. Notifies IHS Contract Care daily (except for weekends and holidays), of all IHS patient encounters to the Emergency Room and those admitted for inpatient care. This is done for both hospital campuses and is accomplished through an Excel worksheet noting Inpatients and ambulances. This file is sent to IHS daily along with the scanned copies of OP and ER
 - c. Accurately builds all UB and HCFA forms. Electronically bills all those accounts that are IHS primary or secondary.
 - d. Submits all claims to Blue Cross of Albuquerque, the IHS fiscal intermediary.
 - e. Completes follow-up of claims. Works closely with Contract Care for review of denied claims
 - f. Works with contract care for special contracting arrangements. Meets regularly with Contract Health to assure agreement of purchase orders and denials. Works cooperatively with IHS to facilitate more efficient processes and communication.
 - g. Assures that Purchase Orders are received from Indian Health Service in a timely manner. Keeps a current list of encounters not yet approved or denied. Scans in all

denials and purchase orders

- h. Helps in registration in Wolf Point and Poplar when there is no coverage
- i. Enters new physician numbers as needed.
- j. Assists other departments by teaching registration, scanning, and other technical problems.

2. **Responsible for** fulfilling educational needs.

- a. Attends workshops as directed by your supervisor.
- b. Attends mandatory facility classes:
 - OSHA
 - Fire Life Safety
 - Infection Control
 - Hazcom
 - Corporate Compliance
 - HIPAA
 - Hazcom/Blood Borne Pathogens
- c. Follows and abides by facility policies:
 - Employee Handbook
 - Employee Health
 - Policies and procedures affecting your job position.

I have read and understand the above job description. I understand that all listed responsibilities are essential job functions for this position.

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|----------|------|------------|------|
| Employee | Date | Supervisor | Date |
|----------|------|------------|------|