



## URBAN INDIAN CENTER OF SALT LAKE

120 West 1300 South  
Salt Lake City, Utah 84115  
Phone: (801) 486-4877  
Fax: (801) 486-9943  
www.uicsl.org

### POSITION DESCRIPTION: MEDICAL BILLING SPECIALIST

Division:	Finance Operations	Supervisor:	Business Office Manager (BOM)
Job Code:	FIN-014	Classification:	FT, Non-Exempt
Wage Scale:	NE-06 (\$20.53 to \$27.98/HR.)	Effective Date:	10/19/2023
Hours/week:	40+ some nights/weekends	Last Revised:	06/01/2021

### PROGRAM PURPOSE

*The Urban Indian Center of Salt Lake (UICSL) is dedicated to our Mission of SERVING THE PEOPLE BY HONORING NATIVE CULTURES, STRENGTHENING HEALTH & WELLNESS PROGRAMS, & CULTIVATING COMMUNITY.*

### UNIFORM PERFORMANCE EXPECTATIONS

In performance of their respective responsibilities, all employees of the UICSL and our affiliates must rise to the level of expectations in which they:

- Fully uphold all principles of confidentiality and patient/client care.
- Adhere to the Standards of Conduct for UICSL, and all professional and ethical standards for the healthcare industry and/or their respective area(s) of expertise.
- Interact in an honest, trustworthy, and dependable manner with patients/clients and co-workers.
- Possess and utilize a strong sense of cultural awareness and interpersonal respect.
- Maintain an active and valid license in the State of Utah (if operating UICSL vehicles).
- Strive to learn and serve in compliance with federal regulations and UICSL policies and procedures, and to seek solutions for issues or problems they encounter in alignment with those resources.

### POSITION SUMMARY

The Medical Billing Specialist will report to the Business Office Manager (BOM) and is responsible for organizational processing of encounters and patient data; collecting and managing account payments; claim submission/claim reviews and following up with insurance companies and patients.

### ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

- Submitting timely and accurate claims to insurance payers, either electronically or by paper.
- Responsible for all claims collection by contacting insurance payers, resubmitting denied claims; working aged accounts and ensuring no claims are denied for timely filing.
- Reconcile clinic visits and reports on missing, incomplete, or inconsistent documentation by contacting the appropriate personnel and provider.
- Maintains training and credentials to ensure UICSL is meeting all necessary billing regulations.
- Maintains the strictest confidentiality, adheres to all HIPAA guidelines and regulations.
- Follow all regulations and guidelines set by the Center for Medicare & Medicaid Services (CMS), State Medicaid programs, and private insurance providers.
- Identifies inaccurate coding practices; prepares reports on findings and meets with providers to review findings and



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educate on accurate coding practices, compliance risks, and revenue cycle efficiencies.

- Maintain individual provider files to include up to date information needed to complete required governmental and commercial payer credentialing applications.
- Update each provider Council for Affordable Quality Healthcare (CAQH) database file quarterly.
- Complete revalidation requests issued by government payers and CAQH.
- Maintain accurate provider profiles on CAQH, Medicare's Provider Enrollment, Chain, and Ownership System (PECOS) and National Plan and Provider Enumeration System (NPPES), and CMS databases.
- Predominantly serving American Indian/Alaska Native (AI/AN) clientele.
- Attends regularly scheduled Division meetings, and UICSL monthly General Staff meetings.
- Performs other duties as assigned by their supervisor or Division Director.

### MINIMUM QUALIFICATIONS

Education: <input type="checkbox"/>	High School diploma or equivalent
Experience: <input type="checkbox"/>	Minimum of 1-year billing/revenue cycle/accounts receivable experience in healthcare setting
Certifications/Licensure: <input type="checkbox"/>	CPR and First Aid Certification(able to obtain after employment)
Other: <input type="checkbox"/>	Must pass a mandatory criminal background check

### PREFERRED QUALIFICATIONS

Education: <input type="checkbox"/>	Bachelor's degree in business, health care administration, accounting, or relevant field.
Experience: <input type="checkbox"/>	Minimum of 3 years of experience as a medical biller or similar role.
<input type="checkbox"/>	Minimum of 3 years with EHR and Billing Software – eClinicalWorks preferred
Certification/Licensure: <input type="checkbox"/>	Certified Professional Coder - AAPC

### KNOWLEDGE, COMPETENCIES, AND CHARACTERISTICS (KCC)

<input type="checkbox"/>	Knowledge of and a demonstrated respect for AI/AN history, values, customs, and practices
<input type="checkbox"/>	Knowledge of and experience with medical billing collections and medical coding
<input type="checkbox"/>	Familiarity with Indian Health Services (IHS) system and/or United States healthcare system
<input type="checkbox"/>	Knowledge of accounts receivable and collection skills
<input type="checkbox"/>	Strong skills in professional networking, creating and maintaining community partnerships
<input type="checkbox"/>	Demonstrated ability to tactfully handle the occasional stressful and problematic situation
<input type="checkbox"/>	Ability to identify and resolve problems in a timely manner; Gathers and analyzes information as needed
<input type="checkbox"/>	Ability to respond promptly and tactfully to customer needs – customer service oriented
<input type="checkbox"/>	Ability to work independently and efficiently, organize and prioritize tasks, time and resources
<input type="checkbox"/>	Working knowledge and proficiency in Microsoft Office programs and knowledge of spreadsheet/word processing is required
<input type="checkbox"/>	Knowledge of confidentiality and client privacy, including HIPAA and other relevant regulations.

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**WORK ENVIRONMENT**

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The work environment at UICSL involves normal office conditions and noise levels that can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility.

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**PHYSICAL DEMANDS**

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While performing the duties of this job, an employee may frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. An employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors, and staff.

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**MENTAL DEMANDS**

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Workloads in this position are dynamic and range from an awareness of technical details, to engaging broad strategic ideas and discussions. The incumbent in this position will often work alone but must also be prepared to handle employee issues as required. This position will require the ability to multi-task and handle stressful situations that impact the UICSL on an organizational level, so the incumbent needs to demonstrate a high level of emotional balance. Group presentation and education tasks are common, and there are numerous applicable standards and deadlines associated with this position.

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**Disclaimer:** *The information in this document is designed to portray the general nature and level of work performance expected by employees in this position. It is not intended to be a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other related and reasonable duties as needed by their direct supervisor.*

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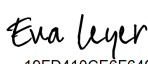

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**Indian Preference Statement:**

*As a federal contractor and in compliance with Sub-Chapter II, Chapter 14, Title 25 of the United States Code, the Act of April 16, 1934 (48 Stat. 596), as amended; and Section 7(b) of the Indian Self-Determination and Education Assistance Act, Pub. L. 93-638, 88 Stat. 2205, 25 U.S.C. 450e(b), UICSL gives preference in employment opportunities to American Indians/Alaska Natives (AI/AN) who can perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations). UICSL also extends preference to AI/AN organization and AI/AN-owned economic enterprises in the awarding of any subcontracts engaged under our funding agreement(s).*

*To the extent feasible and consistent with effective performance as a federal contractor, UICSL may give preference in employment and training opportunities to AI/ANs who are NOT fully qualified to perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations); and UICSL may provide reasonable opportunities for training including on-the-job, classroom, or apprenticeship training designed to increase the vocational effectiveness of AI/AN employees.*

*When UICSL is unable to fill our employment and subcontracting opportunities after giving full consideration and preference to AI/AN candidates, employees and/or subcontractors, UICSL will satisfy our needs by selecting non-AI/AN candidates and subcontractors in accordance with equal employment opportunity and affirmative action statutes mandating that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. (48 CFR §52.222-26).*

<b>REVIEWED BY HUMAN RESOURCES:</b>	DocuSigned by:  19FD410CE6F6499...	<b>APPROVED BY EXECUTIVE DIRECTOR:</b>	DocuSigned by:  CAA58DE93D1E472...
<b>PRESENTED TO BOARD OF DIRECTORS:</b>	<i>Scheduled for October 19, 2023</i>	<b>NEXT REVIEW DATE:</b>	October 2025

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**EMPLOYEE ACKNOWLEDGEMENT**

I have reviewed and been provided the content of the **Medical Billing Specialist** position description.

My signature on this document certifies that I can perform the essential functions of this position as outlined in this description, with or without reasonable accommodation. A signed copy of this document will be maintained in my Personnel file for reference.

**Describe any accommodations required to perform these functions:**

**Employee Name (Print)**

**Employee Signature:**

**Date:**