



CANONCITO BAND OF NAVAJOS
HEALTH CENTER
129 Medicine Horse Drive – To'Hajiilee, New Mexico 87026
Phone (505) 908-2571 / Fax (505) 908-2572
INC.

ACCOUNTS RECEIVABLE TECHNICIAN
Position Description

Department:	Business Office	Reports to (title):	Revenue Cycle Manager
Job Code:		Job Location:	To'hajiilee, NM
Pay Range:		Supervises:	N/A
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full-time	Effective Date:	July 1, 2017
		Revised Date:	06/10/2021

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Cañoncito Band of Navajos Health Center, Inc. are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and respectful manner with patients, employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.

POSITION PURPOSE

The Accounts Receivable Technician is a member of the Business Office team and compiles data and verifies accuracy of billing data in the third party billing system in a healthcare setting; computes fees or charges due; and resolves discrepancies in accounting records and revises errors.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Compiles data and verifies accuracy of billing data in the third party billing system in a healthcare setting.
2. Reviews documents such as purchase orders, sales tickets, charge slips, or hospital records to compute fees or charges due.
3. Resolves discrepancies in accounting records and revises errors.
4. Prepares invoices for non-beneficiaries and refunds; creates billing documents, shipping labels, credit memorandums and credit forms.
5. Contacts customers and/or insurers to obtain or relay account information.
6. Maintains records of invoices and support documents.
7. Consults sources such as rate books, manuals, or insurance company representatives to determine specific charges or information such as rules, regulations, or government tax and tariff information.
8. Updates manuals and third party billing system when rates, rules, or regulations are amended.
9. Tracks accumulated hours and dollar amounts charged to each client job to calculate client fees for professional services, such as legal or accounting services.
10. Computes credit terms, discounts, shipment charges, or rates for goods or services to complete billing documents.

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11. Reviews compiled data on operating costs and revenues to set rates.
 12. Compiles reports of cost factors, such as labor, production, storage, or equipment.
 13. Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
 14. Performs other duties, as assigned.
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MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• One year accounts receivable, coding, medical billing, patient registration experience; OR, Certificate in Medical Billing or Coding; OR, Associates RHIT or Bachelor's degree HIT/HIM. |
| Education: | <ul style="list-style-type: none">• High school diploma or equivalent GED |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Knowledge of methods, practices, documents and terminology used in financial and accounting recordkeeping and practices and procedures.• Understanding of and adherence to HIPAA, PHI, and patient privacy regulations.• Knowledge and experience with Microsoft Office software and software applications related to the duties.• Knowledge of medical terminology and coding• Knowledge of healthcare fee schedules• Ability to perform basic math calculations such as addition, subtraction, multiplication, division and basic algebra• Ability to operate a computer using spreadsheet software; ability to operate a calculator or adding machine and other standard office equipment• Ability to organize, set priorities and exercise sound judgment within established guidelines; understand, interpret, explain and apply applicable FIGR, Tribal, State, and Federal laws applicable to assigned areas of responsibility• Ability to understand and carry out written and verbal instructions; communicate clearly and concisely both verbally and in writing; establish and maintain highly effective working relationships• Knowledge of traditional Navajo customs and traditions.• Must possess a high degree of integrity and trust along with the ability to work independently• Ability to work efficiently and effectively under deadlines• Excellent verbal and written communication skills• Ability to master and effectively use the database and software systems• Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone. |

PREFERRED QUALIFICATIONS

Bilingual skills in English and the Diné language. Prior experience working with Indian Health Services (HER), a Tribe, or a Tribal healthcare organization. Certified Professional Biller certification. Certified Coding Specialist (CCS) or American Academy or Professional Coders (AAPC) certification. One year HER and Resource and Patient Management System experience.

WORK ENVIRONMENT

- Work environment: *The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job.* Normal office conditions exist, and the noise level in the work environment can vary from low to moderate.
- Physical demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job.* While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, and reading. The 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 visitors, vendors and staff.
- Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.
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OTHER

All employees must uphold all principles of confidentiality, HIPAA and patient care fully. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

ACKNOWLEDGMENT

I have reviewed the content of the **ACCOUNTS RECEIVABLE TECHNICIAN** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date



**Canoncito Band of Navajos Health Center, Inc. – Job Opportunity
for Accounts Receivable Technician**

Accounts Receivable - Position Summary

As a member of the Business Office team, the Accounts Receivable Technician compiles data, computes fees and charges, and prepares invoices for billing purposes in a healthcare setting.

Requirements

Two-Years' Work Experience as Accounts Receivable Technician
Two-Years' Resource and Patient Management System (RPMS)
Experience

Preferences: Navajo Speaking

We offer a competitive salary, benefits package and a collaborative work environment. Clinic operations are Monday-Friday 08:00AM -4:30PM, including scheduled and walk-in clinics. No "on-call" or after-hours services. CBN Health Center, Inc. is a Native American Preference Employer and is an EOE organization.

Reply with a current Resume and a cover letter to include contact information, availability for interviewing and potential starting date.

Apply by Email to humanresources@cbnhc.org by COB

September 18, 2018

Enter in Subject Line; "Accounts Receivable Technician Applicant"

September 5, 2018



Job Opportunity

Accounts Receivable Technician

Position Summary

The Accounts Receivable Technician is a member of the Business Office team and compiles data, computes fees and charges, and prepares invoices for billing purposes in a healthcare setting.

Qualification Requirements Minimum:

High school diploma or General Equivalency Diploma (GED); AND, One year accounts receivable, medical billing, coding, patient registration experience; OR, Certificate in Medical Billing or Coding; OR, Associates RHIT or Bachelor's degree HIT/HIM.

Knowledge, Skills, Abilities and Other Qualifications:

Knowledge of methods, practices, documents and terminology used in ~~financial and accounting recordkeeping~~ and practices and procedures. Understanding of and adherence to HIPAA, PHI, and patient privacy regulations. Knowledge and experience with Microsoft Office software and software applications related to the duties. Knowledge of medical terminology and coding. Knowledge of healthcare fee schedules. Knowledge of traditional Navajo customs and traditions. Ability to perform basic math calculations such as addition, subtraction, multiplication, division and basic algebra. Ability to operate a computer using spreadsheet software; ability to operate a calculator or adding machine and other standard office equipment. Ability to organize, set priorities and exercise sound judgment within established guidelines; understand, interpret, explain and apply applicable FIGR, Tribal, State, and Federal laws applicable to assigned areas of responsibility. Ability to understand and carry out written and verbal instructions; communicate clearly and concisely both verbally and in writing; establish and maintain highly effective working relationships. Ability to work with people of all ages and diverse backgrounds in a courteous and professional manner. Must possess a high degree of integrity and trust along with the ability to work independently. Ability to work efficiently and effectively under deadlines. Excellent verbal and written communication skills. Ability to master and effectively use the database and software systems. Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Preferred qualifications:

Bilingual skills in English and the Navajo native language. Prior experience working with Indian Health Services (IHS), a Tribe or Tribal organization. Certified Professional Biller certification. Certified Coding Specialist (CCS) or American Academy of Professional Coders (AAPC) certification. One year EHR and Resource and Patient Management System experience.

Additional requirements: