



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Ilanka Community Health Center REVENUE CYCLE SPECIALIST I

Team: ICHC Team

Reports to: Revenue Cycle Supervisor

FLSA Status: Non -Exempt

Salary Range: DOE

Schedule: Full Time, Regular

Last Revised: June 2022

The Revenue Cycle Specialist position is responsible for daily tasks related to the revenue cycle and accounts payable processes. Work is completed under the guidance of the Revenue Cycle Supervisor and includes a variety of routine tasks. This position may involve travel for training purposes.

Duties/Responsibilities:

- Reviews claims to ensure patient information is complete and billing is completed timely, updating patient information, and documenting in the account as necessary.
- Responsible for timely investigating and efficient follow up of patient billing inquiries; working with billing company to ensure unpaid claims are researched promptly and resubmitted.
- Complete daily reconciliation of front desk payments.
- Maintain current understanding of contracted payor agreements.
- Work daily with Billing team members to review posting errors.
- Discusses financial arrangements and creates payment plans with patients, responsible for timely patient refunds and insurance over-payments.
- Participates in the collection of unpaid accounts.
- Maintains office supply inventory including data entry into inventory tracking system as needed.
- Process clinic accounts payable.
- Serves as back up to other administrative support positions.
- Maintains a high level of confidentiality in accordance with HIPAA and HITECH regulations, which includes only accessing appropriate information needed to perform job duties.
- Uses electronic medical record for client record keeping, which includes accurate entry into patients' chart as well as assuring information is only released to authorized entities.
- Participates in the process of quality assurance, quality improvement and risk management.
- Participates in community-wide health care activities such as health fairs as well as NVE hosted events.

Required Skills/Abilities:

- Must be able to use basic computer equipment.
- Excellent organizational skills and attention to detail.
- Professional demeanor that is flexible and cooperative, proactively helping when interacting with patients or coworkers.
- Reliable attendance and punctuality.
- Excellent interpersonal and customer service skills.
- Ability to learn and effectively utilize Electronic Health Record and other programs such as Microsoft Office.
- Supports and facilitates positive interaction with others as evidenced by professional maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a variety of viewpoints and diversity in the workplace.

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Education and Experience:

- High School Diploma or equivalent
- Basic accounting knowledge
- Basic medical terminology
- BLS or CPR Pro recommended

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Due to the varied nature of working for a Tribal Government, exposure to inclement outdoor environment and physically strenuous work may occur.
- This position may require operation of a motor vehicle.
- *Category II:* Employee may encounter housekeeping products. Usual tasks do not involve exposure to blood, body fluid, or tissues but has potential for mucous membrane or skin contact exposure to blood, fluids, or tissue. Use of personal protective equipment (PPE), when appropriate, is required

Disclaimer

NVE has the right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description.

Employee Signature

Date