



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 Revenue Cycle
Reports to: Revenue Cycle Manager
FLSA Status: Non -Exempt

Salary Range: \$23.00–\$29.00, DOE
Schedule: Full Time, Regular
Last Revised: February 2023

The Revenue Cycle Specialist position is responsible for daily tasks related to revenue cycle and accounts payable processes. Training can be provided in-house, with work completed under the guidance of the Revenue Cycle Manager.

RESPONSIBILITIES / DUTIES

- Responsible for a variety of revenue cycle tasks, such as correcting patient registration information, processing refunds, and ensuring claim errors are corrected.
- Responsible for researching billing inquiries in a timely manner.
- Reconciles clinic payments.
- Assists patients in developing payment plans, applying for sliding fee discounts and accessing other payor resources.
- Supports accounts payable data entry.
- 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' account as well as assuring information is only released to authorized entities.
- Follows all policies and procedures and participates in risk management and quality assurance - quality improvement processes.
- Participates in community-wide health care activities such as health fairs as well as NVE hosted events which may be outside regular hours.
- Other duties as assigned.

KNOWLEDGE AND ABILITIES

- Excellent customer service skills which include a professional demeanor that is flexible and cooperative, proactively helping patients or coworkers.
- Well organized with effective problem solving skills and attention to detail.
- Completes assignments on time, displaying accountability and ownership for work.
- Ability to learn and effectively utilize specialized software programs including Microsoft Office.
- Able to maintain a clean, professional appearance with business casual attire.
- Able to pass a background check, which includes fingerprinting.

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EDUCATION AND EXPERIENCE

- High School Diploma or equivalent.
- Basic accounting knowledge is preferred.
- Basic medical terminology is helpful.

LICENSE AND CERTIFICATIONS

- BLS or CPR Pro recommended.
- Current Alaska Driver's License may be required.

WORK ENVIRONMENT

- Prolonged periods sitting at a desk and working on a computer.
- Regularly manipulate electronic data to gather, input and otherwise coordinate work.
- Regularly use mental, oral, and written methods to complete work.
- This position may require operation of a motor vehicle.
- Usual tasks do not involve exposure to blood, body fluid, or tissues but job 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