



# Bois Forte Band of Chippewa

5344 Lakeshore Drive ■ Nett Lake MN, 55772 ■ 218-757-3261/1-800-221-8129

## TRANSIT BILLING SPECIALIST

### *Position Description*

**Opens: December 8, 2021**  
**Closes: December 22, 2021**

<b>Department:</b>	Public Works	<b>Reports to (title):</b>	Public Works Director
<b>Job Code:</b>	N-10	<b>Job Location:</b>	Bois Forte Tribal Government
<b>Pay Range:</b>	Negotiable	<b>Supervises:</b>	No
<b>Hours/week:</b>	40	<b>Classification:</b>	Non-Exempt
<b>Type of Position:</b>	Full-Time	<b>Effective Date:</b>	01/01/2017
		<b>Revised Date:</b>	01/03/2017

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as "Band").
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver's license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

The Transit Billing Specialist provides support and technical assistance for medical transportation payments and denials for the Transportation Program.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Displays a positive and professional manner in promptly respond to all requests, complaints, and problems.
2. Demonstrates courtesy, respect and sensitivity to the needs of all others including visitors and co-workers.
3. Knowledge of various third parties such as Medicare, Medicaid, private insurance, etc., availability of health care resources, rules of eligibility for medical transportation to assist in payment of transportation.
4. Prepares and distributes billing demands on third-party eligible patients receiving medical transportation services.
5. Acts as a contact person for insurance billing companies; notifies the insurance carrier within the required timeframe to ensure reimbursement processing; and contacts insurance companies when an error in payment.
6. Transmits billing for reimbursement to the State for transportation services; and ensures all billing sheets are submitted for billing and paperwork sent for payment posting.
7. Documents insurance information on clients.
8. Prepares reports for management to aid in the analysis of revenue generated.
9. Follows data privacy guidelines and safeguards for reimbursement claims; maintains confidentiality and professional ethics at all times.
10. Ensures all data entry for medical transportation is completed in a timely manner.

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11. Contacts managed care companies for authorization when needed; tracks dates of services, paid and unpaid.
12. Works cooperatively as part of a team and promotes teamwork with co-workers.
13. Engages in on-going assessments to ensure quality of service is being provided.
14. Performs other duties as assigned.

### **MINIMUM MANDATORY QUALIFICATIONS**

- |  |   |
|--|---|
| Experience:  | <ul style="list-style-type: none"><li>• One year of experience in medical third-party billing</li></ul>   |
| Education:   | <ul style="list-style-type: none"><li>• High School Diploma</li></ul>   |
| License/Certification:   | <ul style="list-style-type: none"><li>• None</li></ul>  |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Knowledge of and the ability to apply the Alternate Resource regulations; P.L. 94-437, Title IV of Indian Health Care Improvement Act, Indian Health Service Policy and Regulations on Alternate Resources, CFR-42-36-21 (A) and 23 (F) and P.L. 99-272, Federal Medical Care Cost Recovery Act, Internal Control Policy and the Revenue Operations Manual.</li><li>• Knowledge of the total Alternate Resources Program operations, priorities and goals.</li><li>• Knowledge of all third party claims submission process and ability to keep current on changes in policies, regulations of eligibility. Knowledge of established procedures, required forms etc., associated with the various third party payers.</li><li>• Knowledge of how to establish and maintain relationships with the third party payer community necessary for resolution of outstanding medical transportation claims.</li><li>• Knowledge of the on-line input terminal equipment and automated electronic billing system(s).</li><li>• Knowledge of the accounts receivable management program. Keeps abreast of current changes in government regulations, collection laws, FTC ruling, third party procedures and internal procedures.</li><li>• Knowledge of billing functions, exporting clean billable claims to third-party payers.</li><li>• Ability to analyze complex medical and regulatory information to arrive at the most logical and advantageous method of billing.</li><li>• Ability to exercise considerable tact in maintaining effective work relationships with various employees, clients and patients. Position requires extreme accuracy and timeliness in all phases of work.</li><li>• Knowledge and familiarity with the utilization review/compliance program rules and regulations and various aspects of compliance issues, and billing issues.</li><li>• Knowledge of how to establish and maintain relationships with the third party payer community necessary for resolution of outstanding claims.</li><li>• Knowledge of Privacy Act of 1974, HIPAA, and the use of confidential information and health records as an integral part of the interviewing office function and the privacy of individuals, which must be protected to the fullest extent possible.</li><li>• Strong computer applications skills.</li><li>• Ability to meet deadlines and prioritize workload.</li><li>• Strong verbal and written communication skills.</li></ul> |

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- Ability to work effectively with minimal supervision.
- Must have strong organizational skills.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.

### PREFERRED QUALIFICATIONS

- Associates degree in Business Management or related field

### 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. 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, such as potential exposure to hazardous chemicals, sharps and infectious body fluids.
- 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, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
- Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

### OTHER

- Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

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Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.
Vaccine Requirement:	Bois Forte RTC adopted the COVID-19 Vaccine Requirement (Resolution No. 16-2022) which provides that COVID-19 vaccination is required for all employees of the Bois Forte Tribal Government and Band-owned businesses. The RTC further applied the Vaccine Requirement to prospective employees (Resolution No. 26-2022). Therefore, as a condition of receiving an offer of employment, prospective employees of the Bois Forte Tribal Government and Band-owned businesses must either (1) present acceptable proof of receiving a single dose COVID-19 vaccine or the first dose of two dose COVID-19 vaccine to Human Resources Department or (2) be approved for a medical or religious exemption from the Vaccine Requirement. All prospective employees who present acceptable proof of the first dose of a two-dose COVID-19 vaccine to Human Resources and who subsequently accept an offer of employment must further present proof to Human Resources of their receiving their second dose of COVID-19 vaccine within 30 days of the date of receiving their first dose.

**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.

**PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS.** Please visit our website at [www.boisforte.com](http://www.boisforte.com) to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.