



Bois Forte Band of Chippewa

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

CERTIFIED MEDICAL CODER

Position Description

Opens: September 13, 2023 Closes: September 26, 2023			
Department:	Health & Human Services	Reports to (title):	Business Office/PRC Manager
Job Code:	N-11	Job Location:	Bois Forte Tribal Government - Nett Lake, MN
Pay Range:	Min: \$18.04 Mid: \$22.55 Max: \$27.07	Supervises:	None
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full-Time	Effective Date:	09/08/2023
Indian Child Protection Background:	No	Revised Date:	09/08/2023

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.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Certified Medical Coder manages the coding for all areas of the Health Department including Medical, Dental, Mental Health, Community Health, Pharmacy, and Public Health programs. Incumbent will be required to be experienced with billing for all claim types and coding for ICD-10, obtain on-going training for both billing and coding.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Assigns and sequences ICD/CPT/HCPCS codes to diagnoses and procedures for documented information, ensures the final diagnoses and operative procedures as stated by the physician are valid and complete, and abstracts all necessary information from health records to identify secondary complications and co-morbid conditions.
2. Abstract all necessary information and assigns codes (ICD, CPT, and HCPCS), which most accurately describe each documented diagnosis, surgical procedure and special therapy or procedure according to established guidelines.
3. Determines the final diagnoses and procedures stated by the physician or other health care providers are valid and complete.
4. Opens accounts for patients in order to track charges and payments, both insurance and personal; documents current insurance information on patients/clients; tracks dates of services that are paid and unpaid; and performs payment posting preparation.
5. Ensures provider enrollment and updates for all insurance companies; ensures any and all billing and prior authorizations are sent in a timely manner; and ensures all providers are added to all systems, EHR-HER, McKesson, and Dentrix.

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6. Collaborates with pharmacy-on-pharmacy billing, while ensuring all billing for medical records is complete; updates all paperwork that is needed for Medical and Dental Clinics.
7. Works with insurance carriers for time frames required to ensure service and reimbursement processing, and contacts insurance companies when an error in payment or provider write-offs is identified.
8. Follows data privacy guidelines and safeguards for reimbursement claims and medical records.
9. Ensure all billable services are billed to proper companies for reimbursement.
10. Ensures all data entry is completed in a timely manner, including data entry- Medical, Dental, CHR, PHN, MH, CD and referrals; also ensures coding for ICD, HCPCS, CPT is complete for each visit.
11. Maintains Certified Professional Coder and CEU's requirements.
12. Submits reports in a timely manner upon request or when necessary.
13. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
14. Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	<ul style="list-style-type: none">• A minimum of two years of experience with medical coding and billing.
Education:	<ul style="list-style-type: none">• High school diploma or equivalent GED.• Two-year Medical Billing and Coding Degree.
License/Certification:	<ul style="list-style-type: none">• Certified Professional Coder (CPC) or Certified Coding Specialist (CCS).• CPR certification.
Mandatory Knowledge, Skills, Abilities and Other Qualifications:	<ul style="list-style-type: none">• Formal and specialized knowledge ICD10-CM, CPT, HCPCS, DRGS coding principles and rules, conventions, correct coding techniques and codes assignment.• Formal and specialized knowledge of medical terminology, medical abbreviations, synonyms, etc.• Knowledge of ancillary test orders/results/pathology and its correlations with treatment and diagnoses/procedures, body structure, anatomy, and physiology.• Knowledge of medical record formats, assembly of forms, medical record numbering system, and legal aspect of medical records.• Knowledge of reference tools such as physician desk reference, manual, coder's desk reference for diagnoses and procedures, medical abbreviation books, CPT assistant, medical dictionary, other pharmacology references, and health record science.• Specialized knowledge of health record science.• Working knowledge of pharmacology (medications and treatment).• Proficiency in operation of automated systems, terminal, and applications such as EHR.• Experience in Microsoft Windows, Internet functions, EHR, Dentrix, McKesson, and Purchased Referred Care.• 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• General accounting and bookkeeping knowledge.• Knowledge of Office machines, computer operation, general office procedures and practice.• Ability to type, scan, organize and maintain extensive filing systems both electronic and

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manual.

- Ability to communicate effectively orally and in writing.
- Excellent skills in writing with the ability to understand abstract writing material.
- Office management skills.
- Ability to deal with conflicting situations in a patient and sensitive manner.
- Ability to code medical visits and other visits received from departments of Health and Human Services.
- Ability to keep patient information confidential.
- 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 training 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.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Prior Clinic experience.
- Family Practice Coding certificate.
- Medical Terminology certificate.

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.

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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.

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

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 to complete 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: 218-757-6781, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.