



Bois Forte Band of Chippewa

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

TRANSIT BILLING SPECIALIST/NEMT COORDINATOR

Position Description

Opens: March 25, 2026 Closes: April 24, 2026			
Department:	Public Works	Reports to (title):	Transportation Manager
Job Code:	N-8	Job Location:	Bois Forte Tribal Government- Nett Lake, MN
Pay Range:	Min: \$16.05 Mid: \$ 20.06 Max: \$24.07	Supervises:	No
Hours/week:	40	Classification:	Non- Exempt
Type of Position:	Full-Time	Effective Date:	10/01/2025
Indian Child Protection Background:	No	Revised Date:	10/01/2025

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 Transit Billing Specialist/NEMT Coordinator provides support and technical assistance for medical transportation payments and denials for the Transportation Program. The Non-Emergency Medical Transportation (NEMT) Coordinator coordinates transportation services for patients who cannot drive themselves to medical appointments or treatments.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Display a positive and professional manner in promptly responding to all requests, complaints, and problems.
2. Demonstrate 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. Prepare and distribute billing demands to third-party eligible patients receiving medical transportation services.
5. Act as a contact person for insurance billing companies; notify the insurance carrier within the required timeframe to ensure reimbursement processing; and contact insurance companies when there is an error in payment.
6. Transmit billing for reimbursement to the State for transportation services; and ensure all billing sheets are submitted for billing and paperwork sent for payment posting.
7. Document insurance information on clients.
8. Work closely with program staff to gather essential data to ensure accurate billing.
9. Prepare reports for management to aid in the analysis of revenue generated.
10. Follow data privacy guidelines and safeguard for reimbursement claims; maintain confidentiality and professional ethics at all times.

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11. Schedule transportation services for patients, ensuring that vehicles and drivers are available to meet the needs of patients.
12. Communication with patients, healthcare providers, and community health providers to ensure that everyone is aware of the schedule and any changes that may occur.
13. Maintain accurate records of all transportation requests, including patient information, pick -up and drop-ff times, and billing information.
14. Coordinate maintenance on NEMT vehicles.
15. Ensure compliance with all local, state, and federal regulations related to NEMT services.
16. Interact with clinic staff, community health representatives, scheduling software, and patients to coordinate services requests.
17. Manage urgent requests for short notice trips from clinic staff or community health representatives.
18. Provide report of transportation services to management and other stakeholders.
19. Ensure that department staff are trained in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and maintain an accurate record of training.
20. Work cooperatively as part of a team and promotes teamwork with co-workers.
21. Engage in on-going assessments to ensure quality of service is being provided.
22. 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.
23. Perform other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• One (1) years of experience in medical third-party billing. |
| Education: | <ul style="list-style-type: none">• High School Diploma/GED or obtain GED within one year date of hire. |
| License/Certification: | <ul style="list-style-type: none">• Must possess a valid Minnesota driver's license, be insurable under the Band's RTC Automobile Policy, and be eligible to drive under any other motor vehicle use policies applicable to the position, by two (2) years of date of hire. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Knowledge of Data Privacy Act and HIPAA regulations.• One + (1) years of experience in medical third-party billing.• 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.• Knowledge of how to establish and maintain relationships with the third-party payer community necessary for resolution of outstanding medical transportation claims.• Knowledge of the on-line input terminal equipment and automated electronic billing system(s).• 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.• Knowledge of billing functions, exporting clean billable claims to third-party payers.• Ability to analyze medical transportation regulatory information to arrive at the most logical and advantageous method of billing.• 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.• Knowledge and familiarity with the utilization review/compliance program rules and regulations and various aspects of compliance issues, and billing issues.• Knowledge of how to establish and maintain relationships with the third-party payer community necessary for resolution of outstanding claims. |

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- 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.
- Strong computer applications skills.
- Ability to meet deadlines and prioritize workload.
- Strong verbal and written communication skills.
- Ability to work effectively with minimal supervision.
- Ability to handle large volumes of calls.
- Must have strong organizational skills.

PREFERRED QUALIFICATIONS

- None.

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.
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 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.

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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/employment 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.