

SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT
P.O. Box 0
San Carlos, Arizona 85550
(928) 475-1760 ❖ Fax (928) 475-2296

Terry Rambler
Tribal Chairman



Tao Etpison
Tribal Vice-Chairman

JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#22-191	September 23, 2022	Open Until Filled
POSITION TITLE AND DEPARTMENT	SALARY	
Billing Specialist Department of Health & Human Services	DOE	

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE
(Applications must be received in the Human Resources Office by close of business on the closing date)

CONDITIONS OF EMPLOYMENT:

- In accordance with the San Carlos Apache Tribe Resolution No. AU-21-121, all potential employees must show proof of COVID-19 vaccination for it is mandatory for all Tribal employees to have the vaccine as a condition of employment. All employees who opt-out or otherwise have no proof of vaccination shall be subject to bi-weekly testing for COVID-19 (must provide letter or doctor's excuse when applying to opt-out of receiving vaccination).
- Regular Full Time position. (non-exempt)
- Applicant must have a valid driver's license.
- Applicant must be at least twenty-one (21) years of age.
- Applicant must maintain professionalism and a strict standard of confidentiality while being in compliance with the Health Information Patient Privacy Act (HIPPA) regulations.
- Applicant will be subject to and must pass a background investigation with a favorable determination. The results of a background check shall only be used for the purpose of determining an individual's suitability for employment. Applicants who provide false or misleading information in their application or authorization may be eliminated from any further consideration. *Note: Applicants must meet this requirement by completing Item No. 15., on the Application for Employment.*
- Applicant **must** complete a "Child Care & Indian Child Care Worker Position" form to determine your suitability for tribal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment with the San Carlos Apache Tribe. *If you make a false statement in any part of your application, you may not be hired or you may be terminated after you begin work.*
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

DUTIES AND RESPONSIBILITIES:

As a Billing Specialist, under the direct supervision of the Billing Supervisor, the Billing Specialist will perform and maintain all billing related duties such as, but not limited to, obtaining and entering patient data, and medical coding using medical terminology and codes such as Current Terminology (CPT) codes, Healthcare Common Procedure Coding System (HCPCS), and International Classification of Disease (ICD9/10) codes. Medical billing specialists assign different corresponding codes to make sure that a medical facility is accurately billed whenever the physicians need to make a

diagnosis or perform a procedure, and also have to verify the diagnoses and the procedures with the physicians to avoid discrepancies in the future. The Billing Specialist receives billing information for services and ensures all documentations for that bill is present. Shall verify all billing information are correct and produce documents in preparation for billing processes from departments. The Billing Specialist shall return documents from medical providers if corrections are needed. Enter daily insurance information and verification for electronic billing system for submission within a timely manner. Prepares and reviews daily batches for posting remittance advice. Reviews and follow-up on all discrepancies of denials, appeals and unpaid claims. Reprocess and resubmit claims within a timely filing deadline to insurance group. The Billing Specialist verify the claims between medical institutions, insurance companies and patients in order to finalize. Also, shall be responsible for maintaining records of medical billing and claims, settlements, and medical insurance companies by compiling patient documentations and other information needed, filing maintenance and submitting claims. Accumulates statistical data for all reporting purposes, upload and transmit electronic claim submissions. Deliver and/or pick up necessary documentations as needed to and from departments and/or programs. Participate in special projects as assigned. Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Basic Requirements:

Successful completion of a course of study in an accredited college that led to an AA/AAS degree or post-secondary vocational certificate in Medical Billing, Healthcare Business or closely related field. **NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements.**

In addition to meeting the basic requirements above, candidates must have had one of specialized experience.

Specialized experience is experience in medical billing and coding or in a job related field. **Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".**

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of billing and coding, ICD9 & ICD10 and CPT4, collection procedures/practices relative to government, commercial, private insurance, Contract Health Services, Insurance, etc.
2. Knowledge of computer and its software such as Microsoft Excel, Word, Access, medical billing software.
3. Ability to work well and perform care under stressful conditions.
4. Ability to communicate written and verbally.
5. Ability to work independently with minimum supervision.
6. Ability to work in a high volume and fast paced team environment.
7. Ability to follow and maintain all confidential policy, rules and regulations of Federal, State, and Tribe.

OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
- **INDIAN PREFERENCE:** It is the goal of the San Carlos Apache Tribe to employ as many **tribal members** as possible in tribal positions. Therefore, all other qualifications being equal, **tribal members** will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:
 1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
 2. Enrolled member of the San Carlos Apache Tribe
 3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
 4. Other Native American
 5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
 6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to **tribal members**. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Tribal Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- **VETERANS PREFERENCE AND INDIAN PREFERENCE:** Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.
- **EQUAL EMPLOYMENT OPPORTUNITY:** Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCES OFFICE CLEARANCE:

/s/Timecah Cosen
Human Resources Assistant

September 23, 2022
Date