



VACANCY NOTICE #16-55

TITLE: Coding Technical Specialist
Regular, Full-Time
DEPARTMENT: Health & Human Services
SALARY: Dependent on Qualifications
OPEN DATE: November 30, 2016
CLOSING DATE: Open Until Filled

Summary: Responsible for entering data into RPMS (Resource Patient Management System) to integrate patient care, medical, and billing information for Jemez Health Center.

Qualification Requirements: High School diploma or General Equivalency Diploma (GED); AND successful completion of a formal coder training program; AND three (3) years of medical coding experience. Valid Certified Professional Coder (CPC) certification. Must possess a valid driver's license and be insurable through the tribe's insurance carrier. Position is subject to a favorable criminal and motor vehicle background investigation.

Required Knowledge and Skills

Knowledge of:

- Standard medical coding practices and procedures.
- Operation of common office equipment, including computer equipment.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Business arithmetic, including percentages and decimals.
- Record keeping principles and practices.
- Customer service and public relations methods and practices.
- Computer applications related to assigned duties and activities.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Providing varied medical coding and office administrative assistance.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments.
- Using tact, discretion, initiative and independent judgment with established guidelines.
- Composing correspondence independently or from brief instructions.
- Organizing and maintaining accurate records and files.
- Making arithmetic calculations with speed and accuracy.
- Operating standard office equipment, including computer equipment.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Providing customer services in the most cost effective and efficient manner.
- Using software applications related to assigned functions.
- Communicate effectively in oral and written forms.

TO APPLY: Visit our website at www.jemezpueblo.org. Submit a completed tribal application to: Pueblo of Jemez, Attn: Human Resources Office, P.O. Box 100, Jemez Pueblo, New Mexico 87024, no later than 5:00 p.m. Indicate vacancy announcement number on the application. For further information or job inquiries contact the Human Resources Office at (575) 834-7359 or email address: HR@jemezpueblo.org

**** It is the policy of the PUEBLO OF JEMEZ to give preference to qualified Jemez Pueblo tribal members. ****

November 30, 2016

Human Resources Department

P.O. Box 100 • Jemez Pueblo • New Mexico • 87024
(575) 834-7359 • Fax (575) 834-0604