



VACANCY NOTICE #16-56

TITLE: Medical Billing 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 providing a variety of duties related to the editing, billing and auditing of medical claims for payment to third party providers; may perform general office support duties, including typing, word processing and filing.

Qualification Requirements: High School diploma or General Equivalency Diploma (GED); AND two (2) years of medical billing office support and administrative experience. 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:

Policies and procedures of third party medical billing. Financial record keeping and bookkeeping practices and techniques. Review of medical claims documents for completeness and accuracy. Operation of common office equipment, including computer equipment. Policies and procedures related to the unit to which assigned. 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 medical billing services in an efficient, effective and accurate manner. Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction. Maintaining accurate financial records and preparing accurate and timely reports. Entering claims information in electronic and paper methods. 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. Communicating effectively in oral and written forms.

TO APPLY: Visit our website at www.jemezueblo.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@jemezueblo.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