



## OPEN POSITION

<b>TITLE:</b>	<b>Billing &amp; Coding Specialist</b>
<b>SUPERVISOR:</b>	Chief Financial Officer
<b>LOCATION:</b>	Cedar City, UT
<b>STATUS:</b>	Full-time, Non-Exempt, Hourly
<b>BENEFITS:</b>	Medical, Dental, Vision, Life, LTD, PTO, Birthday Leave, Gym/Pool Membership & 401K match
<b>PAY:</b>	DOE
<b>CLOSE:</b>	Once Filled

## JOB SUMMARY

Processes and analyzes charts for completeness, accuracy and relevance of diagnoses and procedures. Verifies CPT codes to health center procedures using coding guidelines. Completes missing visits slips and routes incomplete charts to providers to complete. Processes and submits claims for payment and coordinates bill status with Medicare, Medicaid and private insurances. Adheres to strict privacy policies protecting patient/client information.

## REQUIREMENTS

### *General Requirements:*

- Must be insurable through the Tribe's vehicle insurance.
- Must pass a criminal and fingerprint background check.
- Must be able to pass an alcohol/drug screening.

### *Education and Experience:*

- High School Diploma, equivalent GED or higher.
- One (1) year experience in coding of medical records using ICD-9, ICD-10 and CPT coding required.
- One (1) year experience of demonstrated knowledge of medical terminology, anatomy and physiology.
- One (1) year experience of basic knowledge of medical procedures and disease stages/processes.
- Preferred one (1) year experience with Medicaid, Medicaid ACO's, dental carriers, managed care and third-party payer systems.

### *License & Certifications:*

- Must possess, maintain and provide proof of a valid Utah Driver License.
- Must possess, maintain and provide proof of a valid CPC or equivalent certification or ability to obtain certification within six (6) months of hire.

## HOW TO APPLY

Application is available via link (<https://bit.ly/2yX9YxA>) or can be obtained online at [www.utahpaiutes.org/employment](http://www.utahpaiutes.org/employment). Please submit your completed application with the following attachments: resume, a copy of your Driver's License and any additional degrees, certificates, licenses required in the announcement. to: Fax: 435.238.4987 or ATTN: HR Manager, 440 N Paiute Dr., Cedar City, UT 84721.

