

JOB VACANCY ANNOUNCEMENT

Opening Date:	October 10, 2017	Closing Date:	Until Filled
Position:	<u>Dental Billing Agent</u>	Reports to:	Revenue Cycle Director
Salary/Wage:	Grade F; \$24.96 – \$27.00, DOE	Department:	Revenue Cycle
Hours:	Monday – Friday; 8:00am – 5:00pm	Location:	ASNA

Brief Summary:

Responsible for billing all dental insurance payors and application of payments to patient accounts.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

High school diploma or general education degree (GED).

Two or more years related experience *or* equivalent combination of experience and training.

Desired Knowledge, Skills and Abilities:

- Working knowledge of medical terminology.
- Ability to pay close attention to detail.
- Demonstrated proficiency in customer service and effective communication.
- Able to work independently and set priorities.
- Interacts professionally with clients and co-workers and ensures patient confidentiality.
- Ability to work effectively in cross-cultural environment.
- Basic understanding of hospital accounting.
- Knowledge of Fair Debt Collection Act.
- Proficient skills in the use of computers.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.
PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.