

JOB VACANCY ANNOUNCEMENT

Opening Date:	October 4, 2019	Closing Date:	Until Filled
Position:	<u>Medical Billing Agent</u>	Reports to:	Revenue Cycle Director
Salary/Wage:	Grade 11; \$31.16 - \$34.40/HR DOE	Department:	Revenue Cycle
Hours:	Monday – Friday 8:30 a.m. – 5:00 p.m.	Location:	ASNA

Brief Summary:

Self-pay statements and payment posting

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 and Experience:

- High school diploma or general education degree (GED).
- Associate Degree in Accounting, Business, Finance, or related field preferred.
- Six months to one year of related experience *or* equivalent combination of experience and training.

Essential Job Functions:

- Sends patient statements
- Posts payments
- Ensure compliance with all billing issues.
- Other duties as assigned.

Desired Knowledge, Skills and Abilities:

- Working knowledge of Medical Terminology.
- Good Team Working Skills.
- 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.

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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.