



Wellness is Traditional

JOB ANNOUNCEMENT

Position Title: Dental Billing Clerk
Department: Fiscal
Supervised By: Lead Biller
Location: Alpine
Status: Non Exempt
Posted: May 2017
Closing Date: Until Filled
Compensation: \$14.42-\$20.34/ Hr. DOE
Grant: N/A
Hours: Full Time, Monday-Friday, between the hours of 8:00AM-4:30PM.
Evening or weekend hours may be required

GENERAL STATEMENT OF RESPONSIBILITIES:

Under the supervision of the Lead Biller the Dental Billing Clerk will provide billing and clerical support services to the Billing and Dental departments.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Initial insurance verification along with obtaining a copy of the insurance card(s). Obtaining patient's breakdown of benefits to be entered / created in the dental billing software. Inform Front Desk about patients co-pays, coinsurances, past due amounts, lab costs and deductibles (or any other amount that needs to be collected) before each patient arrives for an appointment.
2. Insurance follow-up (e.g. denials, appeals) and inquiries weekly.
3. Provide proper documents requested by insurance carriers, such as x-rays or perio charting.
4. Coordination of patient benefits.
5. Write-offs for Urban Indians and for patient accounts with prior approval from the Lead Biller.
6. Assist patients/providers with general insurance questions and benefits

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coverage.

7. Instruct patients how to contact their insurance carriers with questions about benefit coverage.
8. Files and maintains an efficient filing system of patient information.
9. Maintain current fee schedules and or usual customary rate fees from insurances.
10. Assist with completing credentialing / recredentialing applications for providers.
11. Post all batches / payments from Fiscal.
12. Reviewing patients accounts daily, determining appropriate billing distributions, processing statements monthly , entering information into Dental Billing Software and following up on past due accounts weekly (e.g. aging report).
13. Attend monthly Dental staff meetings.
14. Other duties as assigned by the Lead Biller.

QUALIFICATIONS:

Education/Experience: At least 2 years of Dental billing experience preferred. Knowledge of dental terminology, CDT coding experience needed. A High School diploma or GED is required. Beneficial to have both Dentrix and NextGen experience and good written and verbal communication skills. Must be 18 years of age or older.

Licenses/Certifications A valid California driver's license is required at the time of appointment and must be maintained throughout employment. Applicant must be insurable under SIHC vehicle insurance policy at the time of hire and throughout employment.

Certifications and/or licenses appropriate to the positions required education and profession must also be valid and maintained.

Character: Applicants must have a reputation for honesty and trustworthiness. Must be responsible and able to exercise good judgment, accept administrative supervision, pay attention to detail, follow instructions, including the ability to interact effectively and communicate with people in a professional and courteous manner. Must be highly confidential and respect confidentiality to all limits of the governing laws and ethics. Applicant must be able to work as a team with other staff. Applicant should be sensitive to client's needs and knowledgeable about the local Indian community.

Other: Applicants must successfully pass a pre-employment tuberculin skin test or x-ray, and blood/urine screening test. Health must be adequate to perform all duties of the position. Upon hiring, applicant must submit to fingerprinting for Child Abuse and Criminal Background review, employment background review, and sign all program agreements (confidentiality, patient rights, etc.). Applicants must complete a SIHC application questionnaire and submit it to Administration prior to the close date indicated.

INDIAN PREFERENCE:

INDIAN PREFERENCE: In the filling of any SIHC job vacancy, preference may be given to qualified Native American Indians, pursuant to the Indian Preference Hiring Act, 25 USC 472, unless other laws require the filling of a vacancy without regard to Indian preference (e.g. Public Law (P.L.) 94-437, "Indian Health Care Improvement Act (IHCA). To receive Indian preference for any SIHC position, the applicant must be enrolled, or be eligible for enrollment, as an American Indian with their Tribe, or must be certified as an American Indian from the designated Tribal Representative. Applicants claiming Indian preference must attach verification of their claim to the SIHC application, including Certification of form BIA-4432, which is available from the SIHC Human Resources Department. If verification is not or cannot be verified, the applicant will not receive Indian preference for purposes of the interview.