

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
WEBSITE ADDRESS: csktribes.org/personnel
E-mail: melanie.piedalue@cskt.org**

TITLE: Patient Account Representative
1 or more positions

LOCATION: Tribal Health Department - (St. Ignatius)

SALARY: \$17.38 - \$19.98, plus benefits, may be employed under contract

CLOSING DATE: Monday, March 24, 2025 at 5:30 p.m. (MST)

SPECIAL CONDITIONS:

Position is not a Testing Designated Position within the definition of the CSKT Drug Free Workplace Policy effective January 1, 1998. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.

The Patient Account Representative is a technical position within the Resource/Revenue Program within the Tribal Health Department that coordinates and facilitates patient billing and collection activities in one or more assigned areas of billing, payment posting, payer claims research, and other accounts receivable work requiring an understanding of all requirements for all payer classes including but not limited to: private insurance, Medicare, Worker's Compensation, MVA's and Medicaid.

The Patient Account Representative performs audits and medical reviews to ensure documentation and accountability on all health and pharmacy insurance claims submitted for payment. Verifies claims contain proper documentation in accordance with regulations, e.g. proper diagnosis, proper signatures, accurate date of medical care services and primary care providers are in compliance with attestation and billing requirements.

The Patient Account Representative may be assigned to maintain and control unbilled claims, reviews system reports daily to identify claims that are ready for billing. Reviews all claims to make sure claims contain accurate information before approving and submitting for reimbursement.

The Patient Account Representative may be assigned to prepare batch summaries for insurance payments. Maintains and prepares documentation of payment from third party resources to client accounts.

The Patient Account Representative may be assigned to process payments, adjustments, claims, correspondence, refunds, and denials in an accurate and timely manner meeting goals in work quality and productivity. Coordinates with other staff members and providers as necessary to ensure correct processing.

The Patient Account Representative as assigned, reconciles, balances and pursues account balances and payments, and/or denials, working with payer remits, payer customer services, provider representative or spreadsheets to ensure maximum reimbursement.

The Patient Account Representative may be assigned to research payments, denials, and/or accounts to determine short/over payments, and contract discrepancies. Make appeals and corrections as necessary.

The Patient Account Representative responds to incoming calls and makes outbound calls as required to resolve billing, payment and accounting issues. Provides assistance and excellent customer services to patients, patient families, providers and other internal and external customers.

The Patient Account Representative works as a member of the Resource/Revenue Program to achieve goals in order to reduce the accounts receivable balances.

The Patient Account Representative performs related work as required.

Request copy of full position description for full list of job duties.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

- AA Degree in Business Administration (Medical office Admin, etc.) with 2 years.
- Experience with medical billing and/or collections in a Medical Office setting or 5 years of experience in a hospital or medical office setting as a biller and/or collector.
- Must possess a valid driver's license.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcripts, certificates, licensure
3. Copy of valid driver's license.
4. Proof of enrollment from a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of DD214 must be submitted.

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS

SUBMIT ALL OF THE ABOVE TO: Tribal Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. #1040 or personnel@cskt.org .

FOR MORE INFORMATION: Courtney Perry, Tribal Health Department – (406) 675-2700 Ext. #5116