

**JOB VACANCY ANNOUNCEMENT**

Opening Date:	January 31, 2018	Closing Date:	February 7, 2018
Position:	<b><u>Billor/Collector</u></b>	Reports to:	Revenue Cycle Director
Salary/Wage:	Grade G; \$27.46-\$29.70/HR	Department:	Revenue Cycle
Hours:	Monday – Friday 8:00 a.m. – 5:00 p.m.	Location:	ASNA

**Brief Summary:**

Billing and collecting on patient accounts receivables.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential job duty satisfactory. 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.

**Essential Job Functions:**

1. Medical, Dental, or Vision Billing
2. Collection on open A/R accounts
3. Working Knowledge of Insurance Rules and Regulations, both private and government
4. Daily interaction with insurance companies and patients regarding open balances
5. Billing reconciliation with both insurance and patients
6. Other duties as assigned

**Desired Knowledge, Skills and Abilities:**

1. Effective verbal and written communication skills.
2. Good problem-solving skills, interpersonal skills, and analytical skills.
3. Ability to effectively present information in one-on-one and small group situations to customers, patients, and other employees of the organization.
4. Interact professionally with clients and co-workers and ensure patient confidentiality.
5. Ability to work effectively in cross-cultural environment.
6. Ability to write simple correspondence.
7. Proficient computer skills utilizing RPMS, word processing programs and Microsoft Excel.
8. Proficient skills in the use of computers including data entry.

**Education & Experience**

High School diploma or general education degree (GED).

One year to two years of related experience or training required.

Coding/Billing Certificate preferred or willingness to obtain within one year of employment.

**Computer Skills:**

RPMS or similar programs preferred.

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.*