

JOB VACANCY ANNOUNCEMENT

Opening Date: December 26, 2018

Closing Date: January 3, 2019

Position:

Reports to:

Revenue Cycle Director

**Medical Billing
Agent**

Salary/Wage: Grade 11; \$30.55-\$33.73/HR

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:

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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applications@arcticslope.org

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.