



FEATHER RIVER TRIBAL HEALTH, INC.

Sponsoring Tribes: Berry Creek Rancheria, Mooretown Rancheria & Enterprise Rancheria

OROVILLE CLINIC
2145 5th Avenue
Oroville CA 95965
(530) 534-5394

YUBA CITY CLINIC
555 West Onstott Road
Yuba City CA 95993
(530) 751-8454

JOB ANNOUNCEMENT

Our organization is pleased to announce the following job opening. Contact our Administration department at 2145 5th Avenue for a job description and application (completed application is required). For additional information call the Personnel Department at: (530) 534-5394 ext. 259. <http://www.frth.org/jobs>

JOB TITLE: **Billing Supervisor**

SUMMARY: The Medical Billing Supervisor is responsible for the successful performance of the Accounts Receivable program at FRTH including but not limited to the following disciplines: Medical (including specialty services offered by contracted providers to FRTH); Behavioral Health, and Dental. This position coordinates coding and billing flow internally with other departments, as well as externally with all 3rd party payers. The ideal candidate is self-driven and flexible, willing to learn and able to adjust to changing rules and regulations. This is a hands-on position not just a supervisory position only. Supervisor is expected to actively review, approve and submit claims, post payments and adjustments, process appeals, manage the accounts receivable, and prepare reports under the direction of the Fiscal Director.

QUALIFICATIONS:

For Grade 11 must meet Grade 10 requirements and have:

- a. 5 years' experience in clinic billing & coding
- b. AAPC CPC Certificate

Grade 10 requirements include:

1. At least three (3) years group practice/clinic billing and collections experience, including but not limited to eligibility, commercial HMO, PPO, EPO, Medi-Cal, Medicare, auto insurance, and CHDP.
2. At least three (3) years' experience in electronic data environment.
3. At least three (3) years' coding experience.
4. Experience working with Indian Health Service environment preferred.
5. High school diploma or GED equivalent required. College education/training may be substituted for 1 year of experience.
6. Minimum of two (2) years' experience supervising billing staff.

DEPARTMENT: Fiscal

LOCATION: Oroville Clinic

GRADE LEVEL: 10/11 - DOE

DATE POSTED: 08/30/2018

CLOSING DATE: 09/06/2018

PLEASE NOTE: Indian Preference applies if proof is attached to your application.