

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org



JOB TITLE: Coding Auditor

DEPARTMENT: Quil Ceda Creek Counseling Company (QCCCC)

JOB DESCRIPTION: The Coding Auditor is responsible for conducting audits and internal reviews of all medical coding and charge entries contained within patient Electronic Health Records. They verify all documentation for accuracy in preparation of submission for billing. The Coding Auditor also works closely with Contract Health provided by Indian Health Services, referrals, and other departments to sign QCCCC patients onto the Washington Health Benefit Exchanges for healthcare coverage.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5016.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Non-Exempt

EMPLOYEE REPORTS TO: Office Manager

EMPLOYEE SUPERVISES: N/A

EDUCATION:

- Associates degree, preferably in healthcare related field
*Relevant experience and licensure may substitute for the degree requirement
- Medical Coding Certification required

SKILLS:

- Knowledge and understanding of medical billing, collections and payment posting, revenue cycle, third party payers, Medicare, strong knowledge of Washington and Federal payer regulations.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures and terminology.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge and adherence to state (RCW, WAC) and federal confidentiality regulations (42 CFR part 2). Applicants must always conduct self ethically and professionally.
- Knowledge of HIPAA and PHI requirements.
- Knowledge of common office and administrative procedures.

- Skills in the operation of a personal computer and standard office programs and equipment.

EXPERIENCE:

- 3 years related experience required in healthcare/behavioral health environments
- Previous experience as a certified coder/biller in tribal setting preferred
- Tribal Assister Certification preferred.

OTHER REQUIREMENTS:

- Valid, unrestricted WA State Driver's License
- CPR, First Aid certification required.
- BBP (Bloodborne Pathogens) certification required.
- TB screen required.
- Must provide proof of COVID vaccination. Boosters not required.
- Employment is contingent upon successful completion of a pre-employment background check, to include fingerprinting.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Ability to work in a cross-culture environment and understands the social and cultural context of the patients at QCCCC, understanding the role of trauma, historical, community, family, and personal experience in wellness and recovery.
- Ability to prioritize multiple tasks with frequent interruptions.
- Ability to provide excellent customer service.
- Ability to establish and maintain effective working relationships with patients, staff, and outside agencies.

SPECIFIC JOB PERFORMED:

- Performs coding reviews on medical records to maintain subject matter expertise and completes internal audits of all medical coding and charge entries prior to submission for processing.
- Maintains contact with staff within all QCCCC departments to obtain additional patient information to document and process billings.
- Analyzes all billing and claims for accuracy and completeness; conducts follow-up and corrective actions on any issues identified.
- Ensures that the activities of the billing operations are conducted in a manner that is consistent with overall QCCCC protocols, and are following federal, state, and payer regulations, guidelines, and requirements.
- Keeps up to date with all insurance carrier rule changes and distributes the information within the Quil Ceda Creek Counseling Company.
- Understands and remains updated with current coding and billing regulations and compliance requirements.
- Maintains a working knowledge of all health information management issues such as HIPAA and all health regulations.
- Checks eligibility and benefit verification of all QCCCC clients.
- Contributes to positive team environment that fosters open communication, sharing of information, continuous improvement, and optimized medical coding results.

- Aids clients and their families in the application process through the Healthcare Exchange; facilitates completion of applications for subsidies or cost shared options, for Medicaid Program where eligible, or for full premium coverage when over income for Medicaid or subsidized coverage.
- Educates clients on how to select a health insurance plan.
- Explains terms and conditions for plans, costs, payment options, and penalties.
- Ensures all patient information is accurate and complete; conducts appropriate entries into the Electronic Health Record system.
- Will have to step in for Childcare Attendant and will have access to an/or control over children.
- Creates and maintains all documentation regarding patient confidentiality (HIPAA, 42 CFR Part 2, etc.).
- Performs other duties as assigned.

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.