



# Quartz Valley Indian Reservation

## Position Description

**Job Title:** Billing/Data Entry General Clerk  
**Department:** Business Office  
**Primary Location:** Anav Tribal Health Clinic  
**Classification:** Full-time or Part Time  
**Reports to:** Business Office Manager  
**Salary:** DOE

### Primary Purpose

Under the direct supervision of the Business Office Manager, the Billing/Data/Entry/General Clerk (BDEG) is responsible for screening, collection, and data entry of current billing coverage information. In addition to billing Medi-Cal, Medicare, Private Insurance, CHDP, EAPC and Sliding Scale, the BDEG Clerk must determine eligibility and certify patients for public programs. This includes, entering information into the automated system and providing copies for medical, dental, and behavioral health charts as needed. The BDEG Clerk also supports the operations in Central Registration and provides Administrative and Central Registration backup support as needed.

### Essential Functions

- Collects and verifies current Billing coverage information in a courteous and professional manner .
- Determine eligibility and certify patients for public programs and verify eligibility and coverage with health insurance companies. Copy and file certification in medical charts and updates annually or sooner if needed.
- Data enters patient registration information into automated system. Update information as needed.
- Posts all charges and submit claims for various 3rd party payers on a daily basis .
- Posts payments received from insurance carriers and patients on a daily basis and provide receipts as necessary.
- File and maintain transmittals for billing and auditing.
- Prepare daily claims status report, research problem claims, and adjust errors discovered.
- Log and copy incoming 3rd party checks and submit revenue to Bookkeeper in a timely manner.
- Review billing database for trends in claims rejections and resolve these as they occur.
- Provide PCC data entry and back up support to clinic medical dental and behavioral health staff as needed.

- Maintain high degree of confidentiality and respect in handling all patient clinical information.
- Generates and reviews weekly reports to ensure all "encounters" are entered.
- Review eligibility list and send out new patient billing statements as necessary.
- Other duties as assigned by Business Office Manager (i.e. RPMS Data/Payment Entry and Month-End Closing Report).
- Ability to operate general office machines including but not limited to 10 key adding machine , copier, fax, answering machine and reconcile postage meter and Medi-Cal (POS) point of service device to verify coverage.

### **Competencies**

- Must possess a high school diploma or equivalent.
- One year of clerical bookkeeping or accounting experience.
- Must have knowledge and experience working front office setting.
- Demonstrates the ability to understand and follow oral and written instructions.
- Must possess a valid driver's license, good driving record and be insurable by the Tribe's insurance carrier
- Must strictly adhere to confidentiality and HIPAA policies.
- Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
- Must complete CPR & First Aid training within the first 90 days of employment and keep current certification.
- Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
- Shall maintain a priority system in accepting other job duties as assigned.

## Receipt and Acknowledgment

- The contents of this job description are job requirements, and, at this time, I know of no limitations that would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements are subject to change.
- Acceptable job performance includes execution of essential functions while maintaining professional conduct and compliance with all QVIR polices, including, but not limited to: QVIR Personnel, Travel, Fiscal, and Purchasing Policy.

**Indian Preference:**

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian candidates.

**Veteran Preference:**

In accordance with QVIR Personnel Policy, applicants with documented Veteran status (such as DD-214) will be given preference in filling vacancies.

For questions regarding this position description, including applications, please contact Quartz Valley Indian Reservation Human Resources at 530-468-5907 or [humanresources@qvir-nsn.gov](mailto:humanresources@qvir-nsn.gov)

Employee signature below constitutes employee's understanding of the essential functions, competencies, and requirements of the position.

_____ Print Name	_____ Signature	_____ Date
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Approved

_____ Business Council or Health Board	_____ Signature	_____ Date
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