



Ninilchik Traditional Council

P.O. Box 39070

Ninilchik, Alaska 99639

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ninilchiktribe-nsn.gov

VACANCY ANNOUNCEMENT CLINIC MEDICAL CODER

ANNOUNCEMENT DATE: September 3, 2021

POSITION TITLE: Clinic Medical Coder

POSITION TYPE: Full Time/Permanent
Dependent on Funding

CLOSING DATE: When Filled

POSITION BEGINS: Immediately

SALARY: DOE

POSITION SUMMARY: The purpose of this position is to provide the coding of the encounters and procedures, including Medicaid, Medicare, VA Benefits, private insurance, and self-pay patients for the Ninilchik Traditional Council Community Clinic (NTCCC). The Clinic Medical Coder works directly with pertinent patient information; therefore, confidentiality will be the highest priority. This position will follow the NTC/Ninilchik Community Clinic's HIPPA policies and procedures. The Clinic Medical Coder is accountable to the Tribal Health Director for duties and responsibilities associated with coding of patient visits. This position will be responsible for working in collaboration with the Clinical Medical Biller and Tribal Health Support Manager (THSM) to ensure smooth operations of Third-Party Billing.

PRIMARY DUTIES/RESPONSIBILITIES:

1. Maintain current CPC coding certification.
2. Assist with maintaining the diagnosis/equipment/medication/procedure codes used by providers and /or Medicaid, Medicare, VA benefits, private insurance and self-pay patients.
3. Provide up to date coding in conjunction with discussions with medical providers when needed to attain proper coding.
4. Respond to requests and charge (when appropriate) for copies of medical records following NTCCC's policies and procedures including NTCCC's HIPPA policies and procedures for state disability claims, lawyer requests and insurance company requests, including workers' compensation.
5. Work with CA/PAS with daily maintenance/growth/changes of the IHS/Third Party Billing System.
6. Meet production standards.
7. Provide exceptional customer service.
8. Be available to travel and attend annual training as required to maintain current with State and Federal billing and coding changes and as budget allows.
9. As a non-medical clinic staff worker provide emergency First Aid, CPR and use the AED (Automatic Defibrillator) according to Red Cross Guidelines as set forth in the Red Cross Standard First Aid Class, the Red Cross Adult, Infant/child CPR classes and the Red Cross AED class and level of training at times when there is no clinic medical staff (mid-levels, Community Health Practitioner, or Community Health Aide) in the clinic.
10. Inform the Tribal Health Director of problems involving any coding issues.
11. Assist with the development of a new diagnosis and procedure coding templates, in the Electronic Health Record.

12. Work in collaboration and with respect with staff and relevant community, state, federal, tribal agencies, and groups, to accomplish objectives and fulfill responsibilities.
13. Comply with all Tribal and Indian Health Service (IHS) Policies, Procedures, Rules, and Regulations regarding billing.
14. Maintain compliance with HIPPA to safeguard the confidentiality of patient records and ascertains those records are released in conformance with rules and regulations of the Indian Health Service (IHS) and the Alaska Area Native Health Service (AANHS) and as required by the Privacy Act (P.L. 93-579). Breach of confidentiality will lead to termination of personnel.
15. Follow NTC policies for Chain of Command, Annual/Sick Leave and timesheet submission.
16. Actively participate on appropriate committees/boards as directed by the Tribal Health Director.
17. Other duties as assigned or directed by the NTC Tribal Health Director.

STATEMENT OF QUALIFICATIONS:

- AAPC CPC Certification
- Must have at least 1-year medical coding experience in Outpatient Clinic
- Must have some medical terminology experience
- Must have a clean criminal record
- Proficiency with computer systems
- High school diploma
- Must be 18 years of age or older
- Exceptional customer service
- Attention to detail
- Familiarity with and understanding of insurance

INDIAN PREFERENCE: In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act to give absolute preference in selection to candidates who are eligible for Indian Preference. For consideration under Indian Preference, proof is required.

OTHER: This position will be under the direct supervision of the NTC Tribal Health Director. All NTC positions are subject to, and under the direct authority, of the NTC Policies and Procedures. NTC is an alcohol and drug-free workplace, and employees are required to submit to alcohol and drug testing. As with all NTC positions, employment is subject to availability of funds.

APPLICATIONS: Applications are available at the Ninilchik Traditional Council office building, 15910 Sterling Hwy., Ninilchik, AK 99639 or online at www.ninilchiktribe-nsn.gov
Applicants must submit a **complete** NTC Application for Employment as well as a personal resume.

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Concurrent Out/In House Posting