



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

P. O. Box 500409, Saipan, MP 96950

Website: www.chcc.gov.mp



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 19-044

POSITION: **MEDICAL BILLING/ CODING SPECIALIST (ROTA)** OPENING DATE: **02/28/2019**

NO. OF VACANCIES: **2** CLOSING DATE: **03/13/2019**

SALARY: **\$18,000.00 P/A**
The salary given will be determined by the qualifications of the appointee.

LOCATION: Rota Health Center
 Commonwealth Healthcare Corporation, Saipan

DUTIES:

This position is in the Rota Health Center (RHC). The incumbent in this position is supervised by the RHC Business Office Supervisor. The incumbent in this position is responsible for entering and coding, whenever necessary, patient services into a computer system and generating invoices to be sent to the patient. Sorts and files paperwork, handles insurance claims, and performs collection duties. Keep abreast on Current Procedural Terminology (CPT), Health Care Coding System (HCPCS), and International Classification of Disease (ICD-9-CM and ICD-10-CM), and Health Information Management (HIM) Policies. Keep abreast on health insurance and Medicare policies. Updates patient file in the system when deficiency is encountered before claim is processed. Collect, post, and manage patient account receivables. Ensures timely submission of all claims. Submit claims to insurance. Communicates closely with health insurance companies and other related agencies to ensure accuracy and efficiency. Prepare and review patient statements. Review delinquent accounts and call for collection purposes. Process payments from insurance companies. Ensure healthcare facilities are reimbursed for all procedures. Follow up to see if a claim is accepted or denied and investigate rejected claim to see why denial was issued. Investigate insurance fraud and report if found. Code patient services and enter into computer. Sort and file paperwork. Handle information about patient treatment, diagnosis, and related procedures to ensure proper coding. Use computer to read and organize charts. Maintain strict confidentiality. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from High School, General Education Development (GED), or Advanced Development Institute (ADI). One year of actual work experience as a medical biller in any type of setting and non-certified, or less than six (6) months experience with certification through National Health Center Association or equivalent level of certification. Must be detail oriented and deadline-driven. Proficient in data coding and entry. Effective communication skills and ability to function in a fast-paced environment.

CONDITIONAL REQUIREMENTS:

This position is "**COVERED**" and is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law.

NOTE: Education and training claimed in Employment Application must be substantiated by diploma, certificate or license and original police clearance. Failure to provide complete application form or the required documents will result in automatic disqualification.

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Human Resources
 Commonwealth Healthcare Corporation
 1 Lower Navy Hill Road, Navy Hill, Saipan, MP. 96950
 Direct Line: (670) 236-8204/8205/8210/8729
 Trunk Line: (670) 234-8950 ext. 3580/3581/3583