



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2025-048
JEMEZ HEALTH & HUMAN SERVICES
MEDICAL BILLING SPECIALIST**

Position Title: Medical Billing Specialist
Position Open Date: 5/29/2025-Until Filled
Position Status: Full-Time
Supervisor: Business Office Manager

Pay Level: \$20.13-\$30.20
Classification: Non-Exempt
Location: Billing Office

POSITION SUMMARY:

Responsible for providing a variety of duties related to the editing, billing and auditing of medical claims for payment to third party providers; may perform general office support duties, including typing, word processing and filing.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High school diploma or General Equivalency Diploma (GED); AND two (2) years of medical billing office support and administrative experience.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Edits & approves medical claims for health clinic; including audiology, podiatry, optometry, dental clinic & behavioral health on the Resource Patient Management System (RPMS).
- Submits non-emergency transportation claims to 3rd party payers thru direct data entry on New Mexico Medicaid provider portal or on paper for reimbursement along established timelines and deadlines.
- Researches and verifies patient insurance for New Mexico Medicaid when encountering errors during edit of claims in RPMS.
- Submits Breast & Cervical Cancer claims to the New Mexico Department of Health for reimbursement in accordance with submittal guidelines.
- Maintains & administers provider portals for employee use to verify eligibility, check claim status or print remittance advices.
- Maintain current knowledge on changes to all third party payment plans for billing requirements and electronic claims submission requirements.
- Reviews all electronic claims to ensure claims transmitted were received and accepted at the clearing house or third party claims processing unit.
- Performs a variety of general office support duties such as typing, proofreading, filing, answering the telephone and using standard office equipment.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Cross train in the other areas of the business office and assist as necessary.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Policies and procedures of third party medical billing.
- Financial record keeping and bookkeeping practices and techniques.
- Review of medical claims documents for completeness and accuracy.
- Operation of common office equipment, including computer equipment.
- Policies and procedures related to the unit to which assigned.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.

- Business arithmetic, including percentages and decimals.
- Record keeping principles and practices.
- Customer service and public relations methods and practices.
- Computer applications related to assigned duties activities.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Providing medical billing services in an efficient, effective and accurate manner.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Maintaining accurate financial records and preparing accurate and timely reports.
- Entering claims information in electronic and paper methods.
- Organizing and maintaining accurate records and files.
- Making arithmetic calculations with speed and accuracy.
- Operating standard office equipment, including computer equipment.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Providing customer services in the most cost effective and efficient manner.
- Using software applications related to assigned functions.
- Communicating effectively in oral and written forms.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024