

# Billing Technician

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

Job Location: Cass Lake, MN

Full Time/Days

### JOB SUMMARY:

- Billing the appropriate agency for services provided utilizing the automated third party billing procedures.
- Reviews Clinical management of patient condition to ensure proper levels of care are noted.
- Searches and retrieves individual patient health records to gather and compile information for billing.
- Responds to inquiries and request for information from various sources and follows up to ensure a timely response by others.

### MINIMUM REQUIREMENTS:

#### QUALIFICATIONS:

- To qualify for this position, your resume must state sufficient experience and/or education, to perform the duties of the specific position for which you are applying.
- Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; social). You will receive credit for all qualifying experience, including volunteer and part time experience. You must clearly identify the duties and responsibilities in each position held and the total number of hours per week.

#### MINIMUM QUALIFICATIONS:

- **Minimum Qualifications for GS-06:**Your resume must demonstrate at least one (1) year of specialized experience equivalent to at least the next lower grade level in the Federal service obtained in either the private or public sector performing the following type of work and/or tasks: Billing the applicable agency for services provided to a patient, responding to third party requirements on post-payment reviews, exclusions, denials and appeals, providing orientation and training to appropriate personnel, verifying that medical records contain proper documentation in accordance with regulations and monitoring inpatient daily census on a concurrent basis.
- **Minimum Qualifications for GS-07:** 1 Year of Specialized Experience equivalent to the GS-06 Grade Level ***OR*** 1 Year (18 semester hours) of graduate education that is directly related to the work of the position. Specialized Experience is defined as experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. Examples include: Submitting claims to third party payers and responsible parties, rebilling or correcting billing of accounts previously submitted, verifying information, reviewing reports to identify claims and using the various types of computer systems and searching and retrieving individual patient records to gather and compile information for outpatient services.
- **Time In Grade**  
Federal employees in the competitive service are also subject to the Time-In-Grade Requirements: Merit Promotion (status) candidates must have completed one year of service at the next lower grade level. Time-In-Grade provisions do not apply under the Excepted Service Examining Plan (ESEP).
- **You must meet all qualification requirements within 30 days of the closing date of the announcement.**

**EDUCATION/LICENSES/CERTIFICATIONS:**

- This position has an education requirement. You are strongly encouraged to submit a copy of your transcripts or a list of your courses including titles, credit hours completed, and grades. Unofficial transcripts will be accepted in the application package. Official transcripts will be required from all selectees prior to receiving an official offer.
- Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education may be credited. Applicants can verify accreditation at the following website: <https://www.ed.gov/accreditation>.
- If you are using foreign education to meet qualification requirements, you must send a Certificate of Foreign Equivalency with your transcript in order to receive credit for that education. For further information, visit <https://sites.ed.gov/international/recognition-of-foreign-qualifications/>.

**FOR MORE INFORMATION/TO APPLY:**

<https://www.usajobs.gov/job/779980300>