



**SUSANVILLE INDIAN RANCHERIA**  
745 Joaquin Street  
Susanville, CA 96130  
(530) 251-5161

### **VACANCY ANNOUNCEMENT**

<b>OPENING DATE OF ANNOUNCEMENT:</b>	<b>March 26, 2025</b>
<b>CLOSING DATE OF ANNOUNCEMENT:</b>	<b>Until filled</b>
<b>POSITION TITLE:</b>	<b>Billing Supervisor</b>
<b>SUPERVISES:</b>	<b>Yes</b>
<b>STARTING SALARY:</b>	<b>\$31.25 - \$36.25 Depending on experience.</b>
<b>GRADE:</b>	<b>14</b>
<b>FLSA STATUS:</b>	<b>Exempt</b>
<b>NUMBER OF POSITIONS:</b>	<b>1</b>
<b>STATUS:</b>	<b>Permanent</b>
<b>HOURS:</b>	<b>Full Time</b>
<b>BENEFITS:</b>	<b>Highly competitive package <i>*See below</i></b>
<b>SUBJECT TO P.L. 101-630:</b>	<b>No</b>

### **GENERAL STATEMENT OF RESPONSIBILITIES:**

The Billing Supervisor reviews, analyzes and codes diagnostic and procedural information that determines Medicare, Medicaid, and private insurance payments. The function of this position is to supervise the billing personnel, coordinate all the financial information for the Health Board and Controller, tracking of insurance claims, and transportation logs. This position is responsible for Third Party Billing, Dentrix systems, and EHR. The Billing Supervisor carries out supervisory responsibilities in accordance with the Tribes policies and procedures and applicable laws.

### **SPECIFIC AREAS OF RESPONSIBILITIES:**

- Establish audits and evaluate the billing, posting, and collection operations for all patient accounts.
- Maintains a current and comprehensive understanding of commercial insurance, Medicare, Medi-cal, federal and state laws, rules and regulations in regard to the billing and collection for services.
- Maintains training and procedure for DENTRIX billing.
- Assist all internal and external customers with account problems not resolved through the initial channels.

- Prepares complete and accurate internal reports, cost reports, and reconciliations for the year.
- Directly supervises all subordinate staff. Recruits, screens, hires, orients, trains and cross-trains staff. Evaluate employee performance, provide guidance and feedback. Counsels, disciplines, and/or terminates employees as required. Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance on a day-to-day basis. Ensures timely completion of the department's work.
- Upload claims to the clearinghouse or insurance company.
- Ensures that all Medicare, Medi-Cal and other third-party payor correspondence is reviewed and that billing problems are corrected to facilitate reimbursement.
- Monitors, identifies and reports any system issues negatively impacting A/R.
- Credentials new providers with insurance companies.
- Provide ongoing training support for billing staff.
- Other duties as assigned.

**KNOWLEDGE SKILLS AND ABILITIES:**

- A. Knowledge of tracking financials and billing.
- B. Ability to process improvements.
- C. Skills in problem solving, reporting, multi-tasking, and internal communications.
- D. Knowledge of EHR and RPMS applications for medical use and dental Dentrix applications.
- E. Ability to work tactfully, professionally, and effectively with the public and Native American community.
- F. Must possess professional research and organizational skills.
- G. Ability to train and assist others in billing processes and procedures.
- H. Knowledge of medical/dental terminology.
- I. Ability to effectively communicate and work well with others.

**MINIMUM QUALIFICATIONS:**

1. Must have a high school diploma or equivalent from an accredited high school.

2. Must have a valid California driver's license or license from current residence state.
3. Must pass pre-employment background check.
4. Must pass a pre-employment drug test.
5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

#### **ADDITIONAL QUALIFICATIONS FOR THIS POSITION**

6. Associate degree or more than 4 years of work experience in a medical/ dental billing setting.
7. 3 years of supervisory experience.
8. Previous experience with billing and accounts receivable.
9. Familiar with ICD10, CPT, HCPC, CDT, and state coding rules, regulations, and laws.
10. Previous computer experience is essential (RPMS, DENTRIX and EXCEL).

#### **WORKPLACE ENVIRONMENT:**

1. **PHYSICAL SAFETY:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying light items, driving an automobile, etc. No special physical demands are required to perform the work.
2. **WORKING ENVIRONMENT:** Regular exposure to favorable conditions such as those found in a normal office.

#### **PERFORMANCE EXPECTATIONS:**

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.

- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

### **PREFERENCE POLICY:**

- 1<sup>st</sup> Preference: Enrolled member of a Federally Recognized Tribe.  
2<sup>nd</sup> Preference: Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.  
3<sup>rd</sup> Preference: All other applicants.

### **SIR BENEFITS PACKAGE:**

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

### **HOW TO APPLY AND APPLICATION REQUIREMENTS:**

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: [www.sir-nsn.gov/human-resources/](http://www.sir-nsn.gov/human-resources/) (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **AND** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each Minimum and Additional Qualification and Knowledge, Skills and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to [ramador@sir-nsn.gov](mailto:ramador@sir-nsn.gov) or faxed to (530) 251-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.