



## Full Time Billing Technician

**Location:** Iowa Tribe of KS & NE Reservation

**Closing Date:** November 10<sup>th</sup>, 2023

**Summary:** This position responsibilities include tasks that require data analysis and sound judgement to assist in the billing process. In addition, the best candidate for this position will be experienced with the billing software and insurance specific billing practices and policies.

### Qualifications:

- Minimum 5 years' billing experience
- Minimum 3 years' experience working with IHS to include experience using Electronic Health Record and RPMS
- Must be able to multitask and manage time effectively
- Excellent written and communication skills required
- Outstanding problem-solving and organizational abilities
- Solid understanding of billing software and electronic medical records
- Must pass a background check
- Must be able to keep things confidential and uphold all principles of confidentiality, patient care, and HIPAA

**Status:** Full Time 40 hours per week

**How to Apply:** Applications can be found at <https://iowatribeofkansasandnebraska.com/jobs>  
Mail or drop off applications/resumes to:  
White Cloud Health Center, LLC  
C/O Brenda Lunsford  
3349 B Thrasher Road  
White Cloud, KS 66094

- Email - [brenda.lunsford@ihs.gov](mailto:brenda.lunsford@ihs.gov)

If you have any questions you may contact me by email or via phone at 785-595-3450 Ext. 4