



Full Time Medical Records/Billing Technician

Location: Iowa Tribe of KS & NE Reservation

Closing Date: November 27th, 2024

Summary: Primary duties include scanning of medical records and administrative documents into patients' charts, fulfill record requests and perform billing functions.

Qualifications:

- High School Diploma or Equivalent
- Must be reliable
- Billing experience preferred but not required
- Experience with IHS to include using Electronic Health Record and RPMS preferred but not required
- Must be able to multitask and manage time effectively
- Excellent written and communication skills required
- Must present a well-groomed, professional appearance and attitude
- 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

Full Time benefits include 100% employer paid health, dental, vision, short term disability and life insurance. Company matched 401K up to 3%, paid vacation, sick leave and paid holidays.

NATIVE AMERICAN PREFERNCE IS GIVEN

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

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