



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Billing and Intake Specialist/Administrative Assistant
SUPERVISOR: Gookomis Endaad Director
LOCATION: Gookomis Endaad Substance Abuse Treatment Facility
POST DATE: January 27, 2026
CLOSING DATE: February 10, 2026

General Description: The Billing Specialist/Administrative Assistant is responsible for the day-to-day management of accounts payables and receivables, billing operations, and basic office tasks of Gookomis Endaad.

Qualifications: High school diploma or equivalent required. Knowledge of CPT, ICD-9 required; ICD-10 coding preferred. Basic accounting education and/or medical billing experience required. Basic computer experience required. AODA experience preferred.

Salary: \$18.00-\$20.00/hr. depending on qualifications

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be requested via phone or email and are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

Lac du Flambeau Band of Lake Superior Chippewa Indians
Non-exempt Position Description

A. TITLE OF POSITION: Billing and Intake Specialist/Administrative Assistant

B. DEPARTMENT: Gookomis Endaad Substance Abuse Treatment Facility

C. SUPERVISOR'S TITLE: Gookomis Endaad Director

D. DESCRIPTION OF DUTIES: The Billing and Intake Specialist/Administrative Assistant is responsible for the day-to-day management of billing operations, and basic office tasks of Gookomis Endaad. Specific responsibilities include but are not limited to the following:

1. Assure all pre-authorizations are completed and all billing resources have been maximized.
2. Initiate and maintain 3rd party billing applications, contracts and provider credentialing while minimizing accounts receivables.
3. Schedule intakes with relatives and ensure all necessary paperwork is reviewed, sign, and uploaded in EHR upon admission.
4. Process referrals in EHR and work in Clinical Staff and Director to staff relative or offer resources if relative needs a different level of care.
5. Answering the phone, taking messages and providing excellent customer services skills.
6. Scanning Clinical Teams documents in EHR.
7. Assure timely billing resources are identified and set-up at the time of intake that meets approved regulations, partner standards and organizational policy.
8. Develop single case agreements with funders when applicable.
9. Assist in the preparation of reports, correspondence, narratives, statistical and other documents as required by guidelines, regulatory/contract/agreement requirements, and funding sources.
10. Assist in the development and the delivery of quality services and engaging in activities that meet the staff's and 3rd party payors' needs and requirements.
11. Support the day-to-day operations in compliance with tribal policies, accreditation and regulatory standards, contract and agreement requirements.
12. Assists the Director to ensure budget requirements are met and adherence to approved measures.
13. Entry of daily residents' attendance to verify monthly room and board billing.
14. Follow-up with funding sources via telephone, correspondence and other electronic means to keep current with intake requests.
15. Post daily charges for billing providers' visits and other staff activities.
16. Perform daily billing to all payors and reconcile accounts that have open status to obtain payments in a timely manner, minimizing accounts receivables.
17. Local travel is required and training as requested.
18. Understand, practice, and enforce HIPAA regulations.
19. Provide staff with weekly reporting, ensuring compliance with contractual and agreement standards.

20. Track all FQHC visits, verify for accuracy and process the monthly and annual FQHC funding report to the State of Wisconsin.
21. Attend and facilitate meetings as scheduled to keep abreast of current needs to continually update resident and facility financial goals.
22. Complete monthly and annual provider and facility charges for auditing requirements.
23. Understand, practice and enforce appropriate staff, community and partner communications that promote the organization and the tribe towards successful operations and outcomes.
24. Understand, communicate and promote other tribal programs to residents, providers, partners, and staff when appropriate.
25. Other job related duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Daily face-to-face, written and telephonic contact with residents, providers, staff and vendors.
2. **External:** The incumbent may represent the resident, family, facility, community, or tribe at outside hearing, meeting, or public events. Must be able to represent the tribe in a positive fashion consistent with tribal and organizational goals.

F. SUPERVISORY RESPONSIBILITIES: None.

G. SUPERVISION RECEIVED: Gookomis Endaad Director

H. EDUCATION: High School diploma or GED equivalent required. Basic accounting knowledge and/or medical billing experience is required. Knowledge of CPT, ICD-10 coding required.

I. EXPERIENCE: At least 2 years medical office experience required. At least 1-year insurance billing required. AODA experience preferred. Proficient understanding of DHS 75.

J. SKILLS:

1. Ability to maintain confidentiality regarding all matters relating to patients and strict practice of HIPAA compliance.
2. Proficient at using office equipment (computer, copier, scanner, fax), computer software (Word and Excel), and have above average typing skills.
3. Ability to interpret insurance company explanation of benefits to accurately post payments and adjustments.
4. Ability to interpret medical procedures and diagnoses codes to accurately correct and resubmit claims to insurance carriers for payment.
5. Must be able to express information to individuals or groups effectively, taking into the account the audience and nature of the information.
6. Well organized and efficient, able to follow strict timelines.
7. Ability to function with limited direct supervision.

Manager	Date
<u>Previously signed</u>	
Human Resource Director	Date