



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 23-047

POSITION: **Pharmacy Biller** OPENING DATE: **01/20/2023**

NO. OF VACANCIES: **1** CLOSING DATE: **02/02/2023**

SALARY: **\$19,866.08 – \$22,998.56 P/A**

PAY LEVEL: **02/01 – 02/04**

LOCATION: *The salary given will be determined by the qualifications of the appointee.*
Pharmacy Department, Commonwealth Health Center
Commonwealth Healthcare Corporation, Saipan

NATURE OF WORK

The employee is responsible for duties related to pharmacy billing activities, including analysis, monitoring, reporting and billing adjustments to ensure accurate, timely and appropriate charge capture and billing for medications and other pharmacy services. Coordinates and assists in identifying and correcting potential billing mistakes and denials and developing reimbursement opportunities and improvements by analyzing and reconciling patient accounts receivables, refunds, claim processing, patient statement and revenue cycle functions.

DUTIES:

- Responsible for reviewing and researching entered claims, assisting in adjudication, working and resolving unpaid claims, generating patient statements, and maintaining accounts receivable records.
- Evaluates accounts and prepares adjustments to refund payments and correct discrepancies as necessary.
- Performs manual and/or electronic processing of claims in a prompt and timely manner.
- Submit accurate and timely claims (CMS 1500 etc.).
- Maintains and applies knowledge of current requirements relating to Medicare, Medicaid and other third-party insurances.
- Addresses insurance, reimbursement, and payment issues as appropriate by communicating with insurance, providers, patients and pharmacists.
- Verifies benefits and eligibility and submits prior authorization as needed.
- Maintains accurate records of outstanding claims and/or past due balances.
- Prepares reports by summarizing information.
- Maintains correct patient records and documentation of all correspondence and status (i.e. recording and filing Prior Authorization).
- Identifies and assists patients who may qualify for patient assistance program or co-pay assistance.
- Protects patient confidentiality, according to HIPAA guidelines.
- Participates and supports department initiatives, meetings and training of staff.
- Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Graduation from High School, General Education Development (GED), Advanced Development Institute (ADI), or Adult Basic Education (ABE).

Experience: Two (2) years of billing experience.

CHCC is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, sex, disability, age, mental or veteran status, the presence of a non-job-related medical condition or disability, or any legal protected status.

KNOWLEDGE/ SKILL/ ABILITIES:

- Knowledge of billing codes for outpatient pharmacy charges, (NDC,HCPCS,CPT, J-codes, ICD-10) codes and formal documents necessary for billing (i.e. CMS-1500 etc.).
- Knowledge of billing requirements, reimbursements and reimbursements guidelines for Medicare (Part B and Part D), Medicaid and commercial insurance payers.
- Familiarity with medical and pharmacy terminology and knowledge of basic accounting functions.
- General knowledge of spreadsheets, computer billing software and payer websites/portals.
- Strong written and verbal communications skills.
- Must be organized and have great attention to detail.
- Must be dependable with the ability to work in a team environment.
- Must be capable of maintaining a regular attendance.
- Ability to regulatory and company compliance, Code of Conduct and Business Ethics (OSHA, DEA, State Board of Pharmacy, etc.).

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health screening (Covid-19 vaccine required) and drug screening in accordance with CHCC policy.

OTHERS:

This position is a Full-Time employment status and requires at least 40 hours per week. This position is “**Non-Exempt**” or is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. Regular operating hours of the Commonwealth Healthcare Corporation will be Monday to Friday from 7:30am to 4:30pm. This work schedule however is subject to change with or without notice based on the Employer’s business requirement and/or by the demands of the employee’s job. This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security.

Note(s):

- *Three-fourths 20 CFR 655, Subpart E: “Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any.”*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Human Resources

Commonwealth Healthcare Corporation

1178 Hinemlu’ St., Garapan, Saipan, MP, 96950

Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.

Employment Application Forms will be available 24/7 at the employer’s hospital facility’s Main Cashier Office (entrance/exit point for all)

E-mail: apply@chcc.health

Direct Line: (670) 236-8205/8210/8729/8202

Trunk Line: (670) 234-8950 ext. 3580/3581/3583

Fax Line: (670) 233-8756

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Note: Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.

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