

LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

LVDHC HUMAN RESOURCES

P.O. Box 9, N5241 Hwy 45 Watersmeet, MI. 49969

Phone: 906-358-4587 Fax: 906-358-4118



JOB ANNOUNCEMENT

POSITION: Billing and Credentialing Specialist

LOCATION: Lac Vieux Desert Health Center - Watersmeet, MI

SUPERVISOR: Director of Healthcare Finance

EMPLOYMENT: Full Time – Non-Exempt

SALARY/PAY RATE: \$17.00 - \$24.00 per hour

POSTING EXPIRATION DATE: January 5, 2026

UPON HIRE:

- PTO
- Dental
- Vision
- Health Insurance

DESCRIPTION

The Lac Vieux Desert Band of Lake Superior Chippewa Indians (“LVD”) is seeking a Billing and Credentialing Specialist who will be responsible for maintaining active status for all providers, posting electronic and "paper" payments from third-party payers, government agency payers, and patients in a timely and accurate manner, including following up on billing tasks, inquiries, and documentation.

DUTIES AND RESPONSIBILITIES

Including, but not limited to:

1. Maintain individual provider files to include up to date information needed to complete the required governmental and commercial payer credentialing applications.
2. Maintain internal provider grid to ensure all information is accurate and logins are available.
3. Maintain accurate and up to date provider profiles on CAQH, PECOS, NPPES, and CMS databases.
4. Complete revalidation requests issued by government payers.
5. Complete credentialing, re-credentialing, and privileging applications to add providers to commercial payers, Medicare, and Medicaid.
6. Work closely with the Director of Revenue Cycle and billing staff to identify and resolve any denials or authorization issues.
7. Assist patients with billing inquiries, payments, and account discrepancies.
8. Process all incoming and outgoing billing mail, following up as needed.
9. Post payments, adjustments, and zero-pay EOBs in an accurate and timely manner.
10. Post patient payments in an accurate and timely manner to the appropriate line-item charge.
11. Research and resolve "unapplied and/or unidentified" payments to ensure monies are properly distributed.
12. Enter and balance payments assigned by category (Check, Credit Card and/or Electronic Payments) by batch to internal deposit records for the day.
13. Process end-of-day reports (internal deposit slips and clearing of financial queue).
14. Identify collection issues with insurance or patient accounts and communicate to A/R Team.
15. Process and post all insurance recoupments.
16. Employee Safety: Safely performs all duties; follows required protective protocols to ensure personal safety as well the safety of others.
17. Must maintain compliance with ergonomic safety standards; be mindful of posture and regularly practice ergonomic stretches.
18. Employee Safety: Safely performs all duties; follows required protective protocols to ensure personal safety as well the safety of others.
19. Safety: Responsible for ensuring that all duties, responsibilities, and operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
20. Other duties as assigned by Supervisor.

MINIMUM QUALIFICATIONS

1. Must have a High School Diploma or GED.
2. Must possess a valid Driver's License.
3. Ability to communicate professionally.
4. Ability to handle multiple tasks simultaneously.

5. Ability to work autonomously, using discretion as appropriate.
6. Ability to manage and maintain confidential information.
7. Highly proficient in MS Office.
8. General knowledge of finance and accounting functions, policies, practices and terminology.
9. Strong interpersonal skills, including excellent written and verbal communication skills.
10. Strong editing/grammar/punctuation skills.
11. Strong attention to detail.
12. Strong organizational skills.
13. Demonstrate clear knowledge of LVD Health Center structure, standards, procedures, and protocols.
14. Must have ability to relate and communicate effectively with community interest groups, agencies, and medical facilities that serve the American Indian Community.

PREFERRED QUALIFICATIONS

1. Associates degree.
2. 2 years of credentialing experience in an FQHC medical and dental practice.
3. Fluent in Medical terminology.

BACKGROUND CHECK REQUIREMENTS

A Department of Justice Fingerprinting clearance through Federal and State is a contingency for an offer of employment.

VACCINATION REQUIREMENTS

A pre-employment Physical exam is required upon hire. You will be required to provide vaccination records to show proof of immunity for TB or PPD, Measles, Mumps, Rubella, Varicella, TDAP & Hep B. If the records are more than 10 years old, titers are required to confirm immunity.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms.. The employee must occasionally lift and/or move up to 25 pounds. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or otherwise move objects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a health clinic setting. The noise level in the work environment is usually low to moderate. May not work with blood-borne pathogens, but will require training. This job routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

Preference will be given to qualified individuals of American Indian descent.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Lac Vieux Desert Health Center Mission Statement: The Lac Vieux Desert Health Center strives to provide excellence in health care and to inspire a culture of wellness.

Date Approved by Council: 12/15/2025

**LVD Health Center
Human Resources Department
P.O. Box 9, N5241 US 45
Watersmeet, MI 49969
Email: careers@lvdhealthcenter.com
Website: <http://www.lvdhc.org>
Phone: 906-358-4587 Ext. 102
Fax: 906-358-4118**