



# MUNICIPALITY OF SKAGWAY

GATEWAY TO THE KLONDIKE  
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## JOB ANNOUNCEMENT CLINIC MEDICAL ACCOUNT ANALYST

The Municipality of Skagway is accepting applications for the position of Clinic Medical Account Analyst. This is a full-time year-round position, working 40 hours per week Monday through Friday. This position is subject to shift work and occasional Saturday hours; summer hours can vary due to extended hours of the clinic. This position is eligible for benefits.

**WAGE RANGE:** Clinic Medical Account Analyst Level II Grade 13, \$31.97-\$34.42  
Clinic Medical Account Analyst Level I Grade 15, \$36.61-\$39.42  
Entry level rate of pay at appointment DOE not to exceed the current pay scale step #4

**MUNICIPAL BENEFITS:** Comprehensive benefits package which includes PERS Retirement, Medical, Dental and Vision health insurance, Life Insurance and more. Paid Holidays, Vacation and Sick leave.

This position is under the direction of the Clinic Executive Director and provides support with the daily activities of a medical office including billing and collections. This position serves as the Medical Accounts Analyst and back up for the front desk demonstrating skills in customer service, quality management, interpersonal relationships and teamwork. In accordance with HIPAA compliance, this position displays an understanding of patient confidentiality.

### **MEDICAL ACCOUNT ANALYST II REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- One-year related experience and/or education in; clerical, billing, and collections,
- High School diploma or equivalent.
- Ability to prioritize work assignments, being able to work independently.
- Ability to demonstrate strong multi-tasking skills.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Certified in CPR and First Aid and have the ability to perform in a medical emergency.
- Ability to effectively present information one-on-one with patients and medical staff, small public group situations for workshops, and at monthly finance committee meetings with the clinic board of directors.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to respond to public requests for information and have a good rapport with the public.
- Ability to use standard office equipment and information systems.
- Computer experience including word processing, spreadsheets, database and internet software.
- Organizational skills to include effective use of time, attention to detail, flexibility and ability to work independently maintaining good rapport with the public and co-workers.
- Knowledge of Anatomy and Medical Terminology.
- CH-CBS, CCS (AHIMA), and/or CPC (AAPC) ICD10 training to be completed within 2 years of hire.

### **MEDICAL ACCOUNT ANALYST I REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** In addition to above:

- 3-5 years of related experience and/or education in healthcare clerical, billing, and collections.
- CH-CBS, CCS (AHIMA), and/or CPC (AAPC) ICD10 certification in good standing.
- Extensive knowledge of official coding conventions and rules established by the American Medical Association (AMA).
- Extensive knowledge of government and commercial payer guidelines.
- Familiarity and professional knowledge of Medicare, State of Alaska Medicaid, and FQHC (Federally Qualified Health Center) billing and coding practices.
- 3-5 years of experience using an Electronic Health Record (EHR); Athenahealth preferred; superuser experience preferred.

**DUTIES:**

- Assist front desk with duties as necessary including answering the phone, taking phone messages for all staff, making appointments and entering patient information into the EHR, greeting and directing patients and visitors.
- Explain Sliding Fee Program (SFS), Payment Plan Policy, insurance documents such as Explanation of Benefits (EOB) and patient Statement of Account to patients/public.
- Authorize payment plans that fall within clinic policy. Send all payment plans falling outside clinic guidelines to Executive Director for approval.
- Monitor all payment plans monthly and review for collections all those not in compliance.
- Monthly review patient AR and making collection calls on all delinquent accounts.
- Organize, create and maintain monthly excel spreadsheets for patient payment plans and delinquent collections accounts.
- Create and mail out collection letters using EPM database, excel spreadsheet and merge Word documents.
- Recommends changes to financial policies and procedures to Executive Director.
- Review/recommend edits to financial policies and procedures for Executive Director.
- Verify daily deposit for completeness and uploads to billing office.

**This is not a full job description.** Applicants must submit a completed Municipality of Skagway application form and resume to the borough office at the above address or by email at [a.lawson@skagway.org](mailto:a.lawson@skagway.org). For an application, job description or benefit information, please contact [a.lawson@skagway.org](mailto:a.lawson@skagway.org). The employment application is also available on the municipal website, [www.skagway.org](http://www.skagway.org). **This position is open until filled.**

**POSTED 4/18/2024**

**The Municipality of Skagway is an equal opportunity employer.**