



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 251-5161

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT:	June 11, 2026
CLOSING DATE OF ANNOUNCEMENT:	June 22, 2026
POSITION TITLE:	Billing Specialist (Dental)
SUPERVISES:	No
STARTING SALARY:	\$29.82 - \$35.47 Depending on Experience
GRADE:	11
FLSA STATUS:	Non-Exempt
NUMBER OF POSITIONS:	1
STATUS:	Permanent
HOURS:	Full Time
BENEFITS:	Highly competitive package <i>*See below</i>
SUBJECT TO P.L. 101-630:	No, This position works with and around our children and youth and is therefore subject to P.L. 101-630.

GENERAL STATEMENT OF RESPONSIBILITIES:

The Dental Billing Specialist is responsible for the accurate and timely processing of dental claims, patient billing, insurance verification, payment posting, collections, and account follow-up. This position ensures compliance with federal, state, insurance, and organizational billing regulations while maximizing reimbursement and maintaining excellent customer service for patients and providers. The Dental Billing Specialist works closely with dental providers, front office staff, and insurance carriers to resolve billing issues, maintain accurate patient accounts, and support the overall financial operations of the dental department.

SPECIFIC AREAS OF RESPONSIBILITIES:

- Prepare, review, and submit dental insurance claims accurately and timely.
- Verify patient insurance eligibility, benefits, authorizations, and coverage limitations.
- Proactively researches and resolves billing issues and questions.
- Works within team, ensures daily goals are achieved in Dental processes.
- Post payments, adjustments, denials, and contractual write-offs accurately.

- Follow up on unpaid, denied, or rejected claims with insurance companies and patients.
- Resolve billing discrepancies and account issues promptly.
- Help with submitting pre-treatment dental procedures.
- Ensure compliance with HIPAA, Medicaid, private insurance, and organizational billing requirements.
- Work collaboratively with dental providers and clinic staff to ensure proper coding and documentation.
- Maintain knowledge of CDT coding updates, insurance regulations, and billing procedures.
- Bills individuals for services rendered at clinic by issuing billing statements monthly to individuals.
- Answer requests from insurance companies in a timely manner, as well as respond when refunds are necessary.
- Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

- A. Skills to handle a variety of duties in a timely manner.
- B. Ability to read, comprehend and interpret regulations, policies and procedures, laws and processes to other staff and patients.
- C. Knowledge of filing procedures and good customer services skills.
- D. Excellent oral and written communications skills.
- E. Knowledge of all confidentiality, privacy and security policies and procedures in accordance with Indian Health Services.

MINIMUM QUALIFICATIONS:

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must pass pre-employment background check.
4. Must pass a pre-employment drug test.
5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

6. Must have six (6) months of working with CDT codes.
7. Must have computer experience, preferably with automated billing systems.
8. Must have two (2) years of experience working in a health care organization.
9. Must have six (6) months' working experience with RPMS, Dentrix or billing programs of equal relevance.

WORKPLACE ENVIRONMENT:

1. **PHYSICAL SAFETY:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying of light items, driving an automobile, etc. No special physical demands are required to perform the work.
2. **WORKING ENVIRONMENT:** Regular exposure to favorable conditions such as those found in a normal office.

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

- 1st Preference: Enrolled member of a Federally Recognized Tribe.
2nd Preference: Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.
3rd Preference: All other applicants.

SIR BENEFITS PACKAGE:

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including annual cost-of-living increases; eligibility for annual merit increases; sixteen paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending

on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA. Resumes in addition to the Application is encouraged but not mandatory.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **And/Or** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **In additional we encourage you to provide a statement on how you meet each Minimum and Additional Qualifications and Knowledge, Skills, and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to ewadley@sir-nsn.gov or faxed to [530-251-1895](tel:530-251-1895) or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.