

Claims Processor



Pine Technical &
Community College
Community Job Board

COMPANY NAME

Mille Lacs Band of Ojibwe , Onamia, MN

DESCRIPTION

Claims Processor position with the Mille Lacs Band of Ojibwe Circle of Health supports members by processing insurance claims and reimbursements for premiums, copays, and deductibles. The role involves working with Medicare, Medicaid, and private insurance eligibility requirements while ensuring compliance with HIPAA and data privacy regulations. Responsibilities include timely claims processing, issuing denial letters, maintaining records in the ACT system, and tracking monthly denial logs for leadership review. The position also provides member assistance regarding insurance pathways and coordinates with Benefit Coordinators when needed. Additional duties include office support tasks such as mailings and file management. The work is performed in an office environment with occasional stress but minimal physical risk. Strong communication skills, confidentiality, and attention to detail are essential, along with prior experience in health insurance billing or claims processing. Two years of post-secondary education is preferred, along with strong Windows-based computer skills and spreadsheet proficiency required.

QUALIFICATIONS

- 3 years of health insurance billing or claims processing experience
- Knowledge of Medicare, Medicaid, and private insurance eligibility rules
- Basic computer skills (Windows environment)
- Proficiency in Word and spreadsheet software
- Strong written and verbal communication skills
- Ability to maintain strict confidentiality (HIPAA/Data Privacy Act compliance)
- Sensitivity to Native American culture and ability to work respectfully with members
- Ability to follow directions and work independently or as part of a team
- Must pass background check
- Must pass pre-employment drug and alcohol test
- Two years of post-secondary education preferred

CONTACT INFORMATION

Mille Lacs Band of Ojibwe HR Generalist
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