POSITION DESCRIPTION

POSITION: Purchased Referral Care Assistant **POSTING DATE: 1-12-15**
LOCATION: S/M Health Center **CLOSING DATE: 1-26-15**
SALARY: $11.50 Non Exempt **PAYGRADE:3**

GENERAL RESPONSIBILITIES: The Contract Health Services Assistant will be responsible for the general operation of the Stockbridge-Munsee Contract Health Services Program. The Contract Health Services Assistant works under the direct supervision of the CHS Manager and oversees the functions of CHS Department in absence of CHS Manager.

DUTIES:

1. Oversee the functions of CHS Department in absence of CHS Manager.
2. Obtain detailed client information to determine client's eligibility for the Stockbridge-Munsee CHS Program.
3. Respond to all inquiries from clients and outside health services provider(s) concerning program eligibility, billing, and other related issues.
4. Responsible for authorizing referrals for determination of payments. Maintain a record keeping system of data for eligibility of CHS Program..
5. Maintain working knowledge of alternate resources available and refer clients for assistance.
6. Use the IHS's RPMS (Report Patient Management System) for maintaining patient information, process vouchers, and other required reports/forms for the CHS program.
7. Reply and maintain correspondences with providers and patients using letters, email, fax etc.
8. Prepare reports as directed.
9. Prepare client vouchers and bills for payment or denial.
10. Must maintain an acceptable departmental attendance record.
11. Must be reliable and prompt when reporting to work.
12. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
13. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
14. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
15. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:

1. Must be at least 18 years old with a High School Diploma or GED.
2. High organizational skills required.
3. Six months experience with Microsoft Office Suites such as Word, Excel, and Outlook is required, and experience with Access database, PowerPoint for minimum of six months is preferred.
4. One year data entry experience is required.
5. Knowledge of the Indian Health Service Contract Health Program preferred but not required.
6. Must be able to work within an environment of strict confidentiality and adhere to strict policy pertaining to confidential matters.
7. Ability to work with a minimum of supervision.
8. Understand rules and regulations of Medicare, Medicaid, third party insurance, and other state health insurance programs, etc.
9. Knowledge of office machines and computer helpful.
10. Must be willing to attend all applicable training.
11. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
12. Must be eligible for coverage under the employer's liability insurance.
13. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
14. Must be able to meet physical requirements of position.
15. Must abide by departmental and organizational safety, testing, and uniform guidelines.

SPECIAL QUALIFICATIONS:

1. Excellent communication with the public a must.
2. Knowledge of other fiscal resources that clients may be eligible for preferred but not required.
3. Physical effort and work environment-Work is performed in an office environment and requires no more than normal physical discomforts or distractions.

SUBMIT APPLICATION TO:

Human Resource Department
P.O Box 70
N8705 Moh He Con Nuck Rd
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER.
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE.

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

New Position: Tribal Council Approved:
Revised Position: 9-15-09 Tribal Council Approved:9-22-09
1-15