

JOB ANNOUNCEMENT

POSITION: **Benefits Coordinator**
SALARY: **\$15.32-\$17.45 per hour (Grade 14-17)**
DEPARTMENT: **Business**
SUPERVISOR: **Purchased Referred Care Manager**
DIVISION: **Tribal Health Administration**
CLASSIFICATION: **Non-Exempt**
LOCATION: **Owyhee, NV**

OPENS: November 10, 2021 CLOSES: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

SPECIAL CONSIDERATIONS:

This position is subject to random drug testing and a background check as a condition of employment. This individual has access to sensitive Tribal and personal health data. Additionally, this person periodically operates a Tribal vehicle (Unless accepted under the provisions of the American Disabilities Act).

JOB FUNCTION: The position is located in the Purchased/Referred Care (PRC) Department of the Owyhee Community Health Facility. The incumbent provides patient benefits coordination services which are the key point of interaction with patients to ensuring the identification of patients who are or may be eligible for alternate resources and assisting those individuals in the completion of application process.

MAJOR DUTIES:

1. Interviews patients to obtain pertinent vital information regarding individual and household data to determine potential alternate resource eligibility.
2. Assist patient in completing new or updated alternate resource application information, i.e., Medicare, Medicaid, Workman’s Comp, State Health Insurance and other resources.
3. Assist individuals with the coordination of benefits for determining primary, secondary and tertiary health coverage.
4. Receives beneficiary referrals regarding alternate resource and assistance with determining PRC eligibility.
5. Works closely with Patient Registration services to determine the eligibility of patients seeking health care, obtains the Certificate of Indian Blood or other documentary proof of tribal membership, according to the OCHF guidelines.
6. Obtains documents from patients for determining eligibility requirements for direct care and PRC services; Certificate of Indian Blood and residency documents.
7. Maintains, key-enters, updates and verifies all alternate resources data necessary for patient registration and for accurate billing through the use of the PRMS Patient Registration System. Makes corrections as necessary to improve the Patient Registration System.
8. Works closely with Accounts Receivable with obtaining third party recipient health cards, obtains photocopies of the insurance card and explains the program and benefit to the beneficiaries.
9. Works closely with OCHF Case Manager for coordination of presumptive alternate resource eligibility.
10. Maintains PRC Financial Folder records; patient identification, alternate resource, and other PRC eligibility documents.
11. Provides statistical and narrative reports regarding position activities.
12. Crossed-trained to provide basic duties to assist the PRC responsibilities as needed.
13. Must have the ability to understand and complies with the rules and regulations regarding confidentiality of health records, (Health Insurance Portability and Accountability Act, Freedom of Information Act and Privacy Act).
14. Participates in required training opportunities to enhance knowledge of the various alternate resources from Centers for Medicare/Medicaid Services, Indian Health Service, State and Federal programs and the Private Sector.
15. Provide assistance to clientele with MTM travel requests.
16. Performs other related duties as assigned.

QUALIFICATIONS/SKILLS REQUIRED

1. Must have a High School Diploma or GED.
2. Knowledge of Health Insurance resources.
3. Strong computer skills; Word and Excel
4. Working knowledge of office equipment.
5. Must possess strong interpersonal and customer service skills with the ability to work collaboratively as a team member and cultivate positive working relationships with

individuals at all levels of the organization, governmental agencies, businesses and other general public.

6. Must be organized and demonstrates the ability to routinely and independently exercise sound judgment in making decision regarding workload, including familiarity with utilizing available resources to complete work.
7. Demonstrates ability to practice strict confidentiality; demonstrating a level of professionalism, maturity and tact in handling highly sensitive and/or confidential information.
8. Must have a valid State driver's license.

SUPERVISORY CONTROLS: Works is performed independently according to OCHF/PRC policies and procedures under the supervision of the OCHF/PRC Manager.

OTHER FACTORS INFLUENCING POSITION:

Knowledge of Purchased/Referred Care office setting and practices along with the overall functions of a health care organization. Must have the ability to comprehend and apply PRC rules and regulations to work practices to enhance work proficiency.

Work performance involves establishing the eligibility of patients with outside agencies and assisting in setting of controversial issues. Work performance accomplishments will be largely determined by patient's different attitudes regarding alternate resources. Incumbent ensures that each patient is interviewed in depth to determine if they are eligible for an alternate resource.

Work efforts contribute to the accomplishment of the facility's goals to maximize the use of alternate resources, which enhances patient care. Work also contributes to the cost effective use of federal funds by ensuring that alternate resources have been identified prior to use of OCHF PRC dollars in patient care.

Contacts are with, but not limited to patients, other facility personnel, Indian Health Service, Bureau of Indian Affairs, Department of Veterans Administration, Social Security Administration, State Vocational Rehabilitation, County Department of Health and Human Services, Services for the Blind, Special Children's Health Services, Worker's Compensation organizations and other organizations dealing with alternate resources.

Contacts are for the purpose of taking positive action to motivate clients and to act as an advocate on their behalf in dealings with health care organizations that may provide them with alternate resources.

PHYSICAL DEMANDS:

The work is mostly sedentary, primarily sitting while interviewing patients, communicating face-to-face, on phone and through email, and key entering information and initiating application process. There is some walking, standing and bending required to make home/hospital visits.

WORK ENVIRONMENT:

Work is normally performed in an office setting, which is adequately lighted, heated and ventilated. Employee may be needed to assist patients in other health facilities, and/or residence.