

JOB ANNOUNCEMENT

POSITION: Purchased Referred Care Accounting Specialist

SALARY : \$23.67 per/hour; Grade 20-1;

SUPERVISOR: PRC Manager

DEPARTMENT: Purchased Referred Care

DIVISION: Tribal Health

CLASSIFICATION: Non-Exempt

LOCATION: Owyhee, NV

OPENS: October 10, 2025

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.

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 RECONSIDERATION: This position is subject to random drug testing and background check as a condition of employment. The position has access to sensitive Tribal and personal health information, direct personal patient contact, and financial data. Additionally, this position periodically operates a tribal vehicle (unless accepted under the provisions of the American Disabilities Act).

SUMMARY OF FUNCTIONS: The Accounting Specialist will be responsible for processing authorized medical claims received from outside, PRC specialty providers. Will be responsible to check all medical claims for accuracy and appropriate payment.

MAJOR DUTIES AND RESPONSIBILITIES:

- The administrative function is to process payment requests from vendors for PRC services received from PRC (CHS) beneficiaries.
- Will assist with, but not limited to, budget preparation and monitoring, accounts management, requisitions and purchasing.
- Coordinate with PRC medical providers, patient business offices in obtaining vendor information, provider tax identification information, and updates system of information/records.
- Informs PRC providers of the Purchased Referred Care Rates per regulations.
- Will process claims utilizing Medicare Like Rates on applicable medical claims.
- Effective and expedient communication with contractor(s) for timely payment of services rendered and correspondences.
- Receives checks processed by tribal financial management and initiates the accounting by posting financial information into appropriate software.
- Accountable for receiving refund checks from medical providers, posting refunds on appropriate forms and computer database, presents for receipt of funds.
- Function as a liaison for a variety of customers (e.g., private health care providers, tribal contractors, PRC beneficiaries, tribal representatives, I H S representatives, etc.) providing PRC program information and guidance to promote effective communications and business relationships.
- Works closely with business office advocates with coordination of services received by PRC eligible beneficiaries. Documents all vendor notes in the RPMS system.
- Coordinate with PRC staff the effective management of payment documents related to medical referrals, notifications, denial notices, appeals, health information records and correspondence.
- Generate financial reports, assists with budget formulation, coordinating financial activities with the instruction and guidance of supervisor and/or tribal finance.
- Maintain compliance with organizational internal controls, tribal business practices and other regulatory requirements.
- Maintain compliance with HIPPA and Privacy Act.
- Maintain professional rapport and customer service with all personal callers by phone or in person; patient financial offices, patient advocates, medical providers, beneficiaries, customers, visitors, administrators, staff, etc.
- Files Management to maintain accurate record keeping of PRC vendor files and beneficiary records.
- Assist in the preparation, proper assembly and transmittal of Catastrophic Health Emergency Fund (CHEF) cases.
- Will comply with requests by the Department Supervisor to perform other assigned duties that align with the organization & department's goals and objectives, i.e., financial audits, data collection/reporting, statistics, etc.

EDUCATION AND KNOWLEDGE REQUIRED

1. Requires a high school diploma or its equivalent.
2. Two years of working in an office setting.

3. Experience working with computers and business software.
4. Must have a valid drivers license.
5. Preference: Basic knowledge of Medicare, Medicaid and other private insurances.
6. Preference: Experience in Accounts Payable, Accounts Receivable or other Business Office organization.

OTHER INFLUENTIAL FACTORS:

- Knowledge and skill of Resource and Patient Management System (RPMS) of which includes Patient Registration, Purchase Referred Care, and Referred Care Information System and other tribal financial computer information systems.
- Knowledge of federal, state, and local business office principles are required to obtain efficient production. Privacy Act and HIPAA rules and regulations are understood and applied to ensure patient information is protected. Implementation of and applying rules and regulations within the office setting. Information Systems and Security Awareness training to fulfill IHS user's annual requirements.
- Knowledge of Medicare, Medicaid, Veterans Health Benefits, Private Insurance, Workers Compensation eligibility and other alternate resources to assist with efficient and effective payment process.
- Knowledge of EOBs; contractual adjustments, deductibles, co-insurance, co-pay and deductibles from Medicare and other health insurance carriers.
- Task, method and procedures are followed by the Shoshone-Paiute tribal guidelines, State, Indian Health Service, and other Federal regulations.
- Use a variety of PRC references to ensure accurate PRC payment determinations.
- Knowledge of Finance systems and software programs and policies to process claims promptly & efficiently.
- High level of integrity, honesty, customer service, interpersonal skills, effective oral and written communication and ability to handle difficult situations.

COMPLEXITY:

- Knowledge of Medical Terminology, ICD-9 & ICD 10 diagnosis and procedure codes to assists with accurate billing and obligating PRC funds. Work consists of interpreting medical information for use in assuring accuracy and completeness of patient referrals. The incumbent identifies obvious omission and discrepancies in medical data and recognizes the urgency for coordinating patient appointments.
- Position competency involves administrative work which requires analytical ability, judgment, discretion and personal responsibility, and substantial body of knowledge of principles, concepts, and practices of PRC management.
- Knowledge and utilization of Tribal Financial Computer Systems.
- The number and similarity of guidelines and work situations require the employee to use judgment to identify and select the most appropriate guidelines, references, and procedures for application in making minor deviations to adapt the guidelines to specific cases. Employee refers to the supervisor with situations to which existing guidelines are not applicable.

PHYSICAL DEMANDS:

The work is primarily sedentary in an office setting, and may entail long hours and under time constraints. From time to time the work may require some travel. Occasional lifting reaching, walking and carrying boxes may occur during file management activities.

WORK ENVIRONMENT:

Work is performed primarily in an office setting, with adequate heating, ventilation and lighting. Involves normal risks and discomforts as are typical of any office setting.

Travel will be required and is required to operate a government/tribal owned/leased vehicle. A valid driver's license must be maintained at all times.