

JOB ANNOUNCEMENT

Position: Purchased Referred Care Lead Specialist
Department: Purchased Referred Care
Division: Tribal Health Administration
Compensation: \$24.85 (Grade 21, Step 1)
Classification: NON-EXEMPT
Location: Owyhee Community Health Facility, Owyhee, Nevada

OPENS: May 8, 2026

Closes: May 18, 2026

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 CONSIDERATION:

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

INTRODUCTION:

This position is located in the Purchase Referred Care (PRC) department of the Owyhee Community Health Facility. Primary responsibilities are to create, process and follow up with patient care referrals with vendors, providers and patients.

MAJOR DUTIES & RESPONSIBILITIES:

1. Create referrals from current referral notices and place into the Referred Care Information System (RCIS). Maintains referrals for demographics, diagnosis, financial information and medical data.
2. Corresponds with the appropriate contract Provider for appointment scheduling and ensures the contract provider receives all adequate referral information and documentation for the scheduled appointment.
3. Attends and provides RCIS Referral Listing to the PRC Committee. Maintains meeting minutes and indicate decision on each referral and provides notification to patient on status of referral.
4. Gathers patient demographics to determine PRC eligibility utilizing OCHF/PRC policy, rules and regulations, and indicates eligibility status on all RCIS Referrals.
5. Utilizes RCIS computer data base for referrals and prepare all correspondence.
6. Independently contacts alternate resources to verify enrollment eligibility, pre-authorizations and/or enrollment procedures on patients potentially eligible, and will indicate status of enrollment on all referrals prior to obligating PRC services.
7. Functions in a liaison capacity to educate both vendors, PRC beneficiaries and OCHF providers on PRC policies regarding the PRC services.
8. Initiates referrals to the patient benefits coordinator to determine eligibility for alternate resources.
9. Assist with preparation of PRC financial audits and will submit reports as requested.
10. Assist in the preparation of Catastrophic Health Emergency Fund (CHEF) claims.
11. Will be able to travel to trainings, sessions, etc, for the purpose of obtaining knowledge and skills to improve performance.
12. Performs other related duties as assigned by the supervisor.

MINIMUM QUALIFICATIONS:

1. Two years of experience working in a health care office setting assisting patients with access to higher levels of care and services, i.e., case worker, PRC worker, Benefits Coordinator, etc.
2. Experience working with computers, software, and related equipment to perform assigned duties.
3. Basic knowledge of alternate resources relating to health care, such as Medicare, Medicaid and private insurances.
4. Must have a valid driver's license.
5. Requires a High School Diploma or equivalent.

OTHER FACTORS RELATING TO THE POSITION:

Knowledge of organizational communications and chain of command.

Basic knowledge of medical terminology to initiate, process, monitor and follow up with patient care referrals.

Knowledge of the HIPAA Guidelines, Privacy Act, Confidentiality and Freedom of Information rules and regulations regarding the release of patient medical information in order to protect the privacy of the patient.

Basic knowledge of Medicare, Medicaid, Veterans Health Benefits, Private Insurance, etc., eligibility requirement and procedures to determine the probability of payment from these sources.

Oral and written communication skills to present information, interpret requirements to patients, contract providers, etc.

Compliance with all SPT/OCHF laws, policies and procedures

Ability to communicate with community members regarding the understanding and interpreting of policies, procedures, protocols, i.e., customer service, handle difficult situations and encounters constructively.

Ability to work with coworkers and professional staff in a professional manner to accomplish the goals and objectives of the PRC department.

Ability to keep office organized to maximize production, ie, files.

SUPERVISORY CONTROLS:

Work is performed under the direction and supervision of the PRC Manager, who makes assignments by defining objectives, priorities, and deadlines and assists the employee with daily work practice and unclear or unusual situations. The incumbent plans and carries out the successive steps, handles problems and deviations independently and in accordance with instructions, policies, training, or approved practices.

GUIDELINES:

Guidelines are available as needed for reference purposes, including PRC Manual, OCHF policies and procedures, SPT policies and state and federal regulations. State Medicaid and Medicare manuals are referenced and the Transportation Policy and Procedures are available. The employee refers to the supervisor in situations to which existing guidelines may not be applicable.

COMPLEXITY:

Work consists of reviewing, and interpreting medical information for use in assuring accuracy and completeness of patient referral. The incumbent identifies obvious omissions and discrepancies in medical data and recognizes the urgency for coordinating patient appointments, etc.

SCOPE & EFFECT:

Processing complete patient referrals facilitates quality of care to the population served. Proper eligibility and location of alternate resources assures availability of funds. Accuracy and timeliness in performing the duties affects control of funds and adequate care. Knowledge of alternate resources and population served expedites when care is provided.

PERSONAL CONTACTS:

Contacts are with: technical, professional, and co-workers; contract physicians and hospital; state welfare workers; Medical officials, Veterans Affairs Office personnel; patients and their families; and Area office.

PHYSICAL DEMANDS:

The work is primarily sedentary but requires some walking, standing, bending, and carrying of light items. The work places no special physical demand on the employee.

WORK

The work environment involves the normal risks and discomforts as are typical of any office setting.

ENVIRONMENT: