

JOB ANNOUNCEMENT - REVISED

POSITION: Registration Specialist

SALARY: \$21.45-\$23.68/hr. (Grade 18, Step 1-5)

DEPARTMENT: Billing

SUPERVISOR: Billing Manager

DIVISION: Tribal Health Administration

CLASSIFICATION: Non-exempt

LOCATION: Owyhee, NV

REOPENED: August 11, 2026

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-

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SPECIAL CONSIDERATIONS:

This position is subject to initial and random drug testing and a background check as a condition of employment. This individual has access to sensitive private and confidential Tribal and personal health data and periodically operates a Tribal vehicle (Unless accepted under the provisions of the (American Disabilities Act). Applicant must be bondable.

JOB FUNCTIONS:

This position is located in the Patient Registration section of the Owyhee Community Health Facility. This person works independently and is supervised by the Billing Manager of the Owyhee Community Health Facility (OCHF). The position provides registration and eligibility services which are the key point of the interaction with patients to obtain and process demographic and insurance information for alternate resources, contract health services, and private/commercial insurance. Will perform monthly statistical reports to determine the overall efficiency, accuracy of information gathered, and services provided to the patients.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Interviews, collects and updates patients' pertinent demographic registration and health insurance information on every subsequent visit. Obtains signatures for all privacy and consent forms.
2. Determines eligibility of patients seeking health care through the electronic eligibility system or phone call to insurance carrier for all patients.
3. Identifies patients whose health benefits are subject to prior approval or pre-authorizations.
4. Screens for and obtains alternate resources for billing purposes such as work comp, third party liability.
5. Collects Non-Beneficiary Third Party co-payments, set up payment agreements, and collects on outstanding balances.
6. Refers patients to the Benefits Coordinator.
7. Work weekly and monthly reports that pertain to registration to clean up error reports.
8. Ensures all patient communications, medical record handling, and data sharing meet HIPAA privacy and security regulations.
9. Will perform as a team player in collecting all required patient demographic information and notifying clinical and administrative personnel related to the patient's care.
10. Effectively apply policy guidance to registration and organization health care practices.
11. Performs other related tasks associated with the Patient Registration position and the Billing Office.

EDUCATION AND WORK EXPERIENCE REQUIRED:

- Must have a High School Diploma or GED

- One (1) year Registration experience (preferred, but not required)
- Demonstrated ability to work in a fast-paced environment with interruptions
- Demonstrated ability to effectively communicate with various individuals in a professional and courteous manner
- Demonstrated analytical ability to collect and interpret various health insurance information
- Cognitive ability for organizing and multitasking
- Knowledge in basic mathematic and payment processing
- Computer literacy with fast accurate typing of 30 words per minute (WPM) with 80% accuracy

SUPERVISORY CONTROLS:

Work is performed independently under the general supervision of the Billing Manager, who provides instructions on new or changed procedures. Work is primarily reviewed in terms of the overall efficiency of the services provided to patients, accuracy of information obtained, through the post-review of “error listings and compliance with various guidelines.” Statistical reports from the RPMS Patient Registration System will capture monthly activities for third party information and patient registration edits.

COMPLEXITY:

The work involves interviewing and collecting patient demographic data, verifying and researching eligibility information, and handling and processing of monetary payments. Incumbent must be able to effectively communicate to the patient what specific information is needed, the reason for requesting such information and be able to ascertain that it information is accurate.

SCOPE AND EFFECT:

The purpose of the work is to provide complete and accurate patient data for the clinic.

HIPAA PRIVACY ACT – (Significant Facts)

The Privacy Act of 1974 mandates that the incumbent shall maintain complete confidentiality of all administrative, medical and personnel records and all other pertinent information that comes to his/her attention or knowledge. The Privacy Act carries both civil and criminal penalties for unlawful disclosure of records. Violation of such confidentiality shall be cause for adverse action.

PHYSICAL DEMANDS:

Work is both sedentary and walking, standing and bending while interviewing patients and preparing the appropriate paperwork.

WORK ENVIRONMENT:

Work is normally performed in an office setting which is adequately lighted, heated and ventilated.