

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Purchase Referred Care (PRC) Assistant

Department: Health and Wellness Center

Hourly Rate: \$13.00 **Full Time:** 40Hrs/Week

Exempt: No/Hourly

Supervisor: PRC/Billing Manager

Posting Date: In-House

Opens: October 18, 2021

Closes: October 22, 2021, at 4:30 pm

Posting Date: Public

Opens: October 26, 2021

Closes: November 9, 2021, at 4:30 pm

Posting Date: Public

Opens: December 15, 2021

Closes: Open Until Filled



Summary: The Purchased Referred Care (PRC) Assistant will be under the supervision of the PRC/Billing Manager and will assist with the procurement of health services following appropriate medical, dental, and optometry priorities and determined based on relative medical need and availability of funds; following Indian Health Service guidelines for eligibility and priority.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Knowledgeable about the PRC Manual, policies, regulations, and procedures.
- Assists with procedures for issuing medical authorization, writing authorization(s) for medical care for eligibility persons using Standard Forms, IHS-43, IHS-57, and IHS-64, with maintaining a commitment registry to record, in sequence, all obligations for health services incurred against the contract.
- Maintains Locked vendor services files, which include client files and voucher payment files.
- Interviews and records data on eligible persons, screen/review all information and determine PRC eligibility and/or alternate resources as directed.
- Assists with maintaining contact with various agencies and health organizations including local reservation programs Tribal Social Services and other Human Services resources to provide prompt, effective service to meet the needs of the service population.
- Assists with communications regarding the availability of funds, establishment of priorities, and program operational procedures.
- Provides program information and alternate referral services to eligible persons.
- Assists with maintaining contract dental care procedures including referral procedures under the priority system.
- Assists with the reviews of Delta Dental authorizations to ensure patient eligibility for services, with maintaining a record of dental authorizations and expenditure report, with maintaining a contract with local dental health care providers, local health agencies, and Bemidji Area Dental Branch.
- Attends education related to PRC, medical billing, and medical coding as needed.
- Alternates with other PRC staff opening, date stamping, processing, and filing all PRC mail.
- Cross-trains and learn how to process all vendors regardless of who they are assigned to.
- Re-prices PRC claims according to Medicare-like rates.
- Assists other Billing Personnel as needed.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

- High School diploma or its equivalent.
- Two (2) years of Health experience in a health-related field is required.
- Good attendance record documented by previous employers.

Preferred:

- Bachelor's degree in Health Administration, Health Planning, Administration or related area preferred.

Other Skills and Abilities:

Required:

- This is a required driver position.
- Must possess a valid Wisconsin driver's license and meet eligibility for tribal insurance.
- Reliable transportation and insurance are required.
- Must possess knowledge of Tribal Health Services and Native American Programs required.
- Must possess the ability to plan, organize and prioritize program objectives and responsibilities.
- Excellent communication skills.
- Above-average customer service and conflict resolution skills documented by previous employment records.
- Basic understanding of medical billing and coding.
- Excellent computer skills and knowledge of Microsoft programs.

Background Check:

This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.

This is a required driver position, must possess a valid state driver's license, and adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

Language Skills:

Must possess strong oral and written communication skills.

Reasoning Ability:

Ability to interact with the clients/public, fellow employees, tribal programs, and federal agency personnel with objectivity and courtesy.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be physically able to perform all job duties. Sedentary work with some standing and walking required. Occasional lifting up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

**Bad River Tribe
Attn: Human Resources
P.O. Box 39
Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov