JOB ANNOUNCEMENT # 362106

POSITION TITLE:       Purchased/Referred Care Receptionist

SALARY:              Grade 7

SUPERVISOR:          Business Office Manager

LOCATION OF EMPLOYMENT: Choctaw Health Center

TYPE OF EMPLOYMENT:  Regular Full Time, Non-Exempt

OPENING DATE:  JANUARY 03, 2020

CLOSING DATE:  JANUARY 17, 2020 OR UNTIL FILLED

SCOPE OF SERVICE AND EFFECT:

Performs duties under the general supervision of the Business Office Manager or designated individual. Performs routine duties with no direct instruction using own initiative in most cases with the daily operation of the department office. Serve patients and community by greeting, assisting, and directing to appropriate personnel. Assist with the Managed Care Department and Purchased and Referred Care Program on an as needed basis. Perform additional duties as assigned.

DUTIES AND RESPONSIBILITIES:

1. Answers telephones, and directs calls to appropriate staff regarding Purchased/Referred Care appointments with professionalism and courtesy.

2. Receive and route messages and documents such as billing statements, referral appointments, and collection statements to appropriate staff.

3. Greet visitors, ascertain purpose of visit, and direct them to the appropriate staff.
4. Transmit patient or hospital medical claims and other correspondences by mail, e-mail, or fax.

5. Checks for referral information and patient eligibility in the computer systems and handing out referrals.

6. Assists the Purchased and Referred Care Program with sorting files, retrieving data, and corresponding patient claims status with providers.

7. Responsible for keeping work area neat and organized at all times.

8. Responsible for being respectful, courteous and helpful to patients at all times.

9. Responsible for communicating clearly and professionally to patients at all times.

10. Incumbent must effectively communicate to the patient what specific information is needed, the reason for requesting such information, and be able to ascertain that it is as accurate as possible.

11. Maintains and keeps confidential files, records, reports, and related information that pertain to patients.

12. Performs all other duties as assigned by the Business Office Manager.

QUALIFICATIONS:

1. High school diploma or GED equivalent required.

2. Must be able to type 50 words per minute.

3. Experience with Word processing and other computer applications will be given preference.

4. Good Oral, and written communication skills is required.

5. Ability to speak Choctaw and English is preferred.

6. Incumbent must possess a pleasant personality because of working closely with patient, various providers, and other Choctaw Health Center staff.

7. Must maintain a code of behavior as outlined in the Choctaw Health Center Compliance Plan.
8. Must possess a valid Mississippi Driver's License, reliable transportation, automobile liability insurance and phone.

9. Successful completion of criminal background investigation and drug test.

In accordance with the Choctaw Health Center Employee Health Program a pre-employment physical examination is required and an annual physical examination during employment.

***CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE***

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained up upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350