



Choctaw Health Center
Business Office
210 Hospital Circle
Choctaw, MS 39350
601.389.4060

JOB ANNOUNCEMENT # 076106

POSITION TITLE: Purchased and Referred Care Clerk
SALARY: Grade 7
SUPERVISOR: Purchased and Referred Care Supervisor
TYPE OF EMPLOYMENT: Temporary (Casual Full-Time), Non-Exempt/Essential
OPENING DATE: DECEMBER 09, 2020 **DEC 09 2020**
CLOSING DATE: DECEMBER 23, 2020 OR UNTIL FILLED
LOCATION OF EMPLOYMENT: Choctaw Health Center

SCOPE OF SERVICE AND EFFECT:

Mission Statement: The Mission of The Choctaw Health Center is to raise the health status of the Choctaw People to the highest level possible.

Vision Statement: Our vision is to achieve a health community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.

Perform duties under the general supervision of the Purchased and Referred Care Supervisor or other designated personnel. Performs routine duties with no direct instruction using own initiative in most cases. Work is spot checked for accuracy, completeness and compliance with instructions. Guidelines are in the form of verbal orders, relating to the Purchased and Referred Care Program. This position is for additional staffing needs for COVID-19 pandemic.

DUTIES AND RESPONSIBILITIES:

1. The Purchased and Referred Care Clerk is in training for the position of Purchased and Referred Care Technician which includes the following duties:
2. Greet all patients and visitors to the Business Office in a friendly and courteous manner.

3. Answers telephone in a friendly and courteous manner.
4. Monitor the IHS website for current IHS Purchased and Referred Care guidelines.
5. Review all incoming billing statements and claim forms from Contracted Health Care providers.
6. Makes determination as to patient eligibility for Contract Health Services and assures compliance with federal regulations.
7. Assures effective utilization of all available third party resources before expending Purchased and Referred Care funds.
8. Communicates with vendors and patients by telephone, fax, e-mail, and letter mail to explain IHS regulations.
9. Makes referrals to appropriate resources for patient possible eligible for third party benefits.
10. Assist incoming patients to the Business Office with questions concerning medical bills.
11. Checks for referral information and patient eligibility in the computer systems.
12. Enters assigned incoming medical claims for payment in the computer.
13. Mail out Purchased and Referred Care checks to the providers.
14. Utilizes basic computer skills to look up information regarding Purchased and Referred Care bills or billing information.
15. Maintains and keeps confidential files, records, reports, and related information that pertain to patients.
16. Assist patients in the completion of paperwork regarding insurance information.
17. Responsible for maintaining the standards of privacy act in all aspects of the records, billing, etc.
18. Enters provider refund checks into the system.
19. Performs other tasks assigned by the Purchased and Referred Care or designated personnel.

WORK ENVIRONMENT:

The primary work setting for the position is at Choctaw Health Center Business Office. Other assigned duties could take place in other areas of Choctaw Health Center.

PHYSICAL DEMANDS:

This position has no specific physical requirement.

QUALIFICATIONS:

1. High School diploma, GED, or technical certification (Required). **Must be attached to the application.**
2. Must be able to type a minimum of 50 words per minute.
3. Experience with Word processing and other computer applications will be given preference.
4. Previous knowledge of insurance explanation of benefits will be given preference.
5. Knowledge of medical terminology is required.
6. Possess good oral and written communication skills.
7. Ability to speak both Choctaw and English fluently is preferred.
8. Must have positive attitude, good work habits, show initiative, ability to work with minimal supervision and the ability to get along with others.
9. Must possess a valid Mississippi driver's license, reliable transportation automobile liability Insurance, and a phone.
10. Successful completion of criminal background investigation and drug test.

In accordance with the Choctaw Health Center Employee Health Program, pre-employment physical examination is required and an annual exam is required while employed.

*****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 or 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