



## Choctaw Health Center

Managed Care Department  
210 Hospital Circle  
Choctaw, MS 39350-6781  
601.389.4250

### JOB ANNOUNCEMENT # 015107

**POSITION:** Alternate Resource Assistant

**SALARY:** Grade 4

**SUPERVISOR:** Managed Care Director

**JOB LOCATION:** Choctaw Health Center

**TYPE OF EMPLOYMENT:** Full Time, Non-Exempt, Non-essential

**OPENING DATE:** SEPTEMBER 08, 2021

**CLOSING DATE:** SEPTEMBER 22, 2021 OR UNTIL FILLED

***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.

#### SCOPE OF SERVICES AND EFFECT:

The Alternate Resource Assistant is under the supervision of Managed Care Director and the Patient Benefits Coordinator. The incumbent will perform a wide range of duties designated to enhance services to Choctaw patients in the area of social work and case management in assisting in the daily operations of staff in the Managed Care Department. The Alternate Resource Assistant must have considerable knowledge about every hospital department and its function in the service delivery to the patient, along with knowledge of other tribal programs and their services to patients

## **DUTIES AND RESPONSIBILITIES:**

1. Perform routine duties with no direct instruction using own initiative in most cases.
2. Serve as backup to patient registration clerk at the direction of Managed Care Director during his or her absence by checking in when working as Patient Registration Clerk.
3. Screens and identifies patients coming through Patient Registration that are eligible for alternate resources such as Medicaid, Children's Health Insurance Program (CHIP), Medicare, Social Security Disability/Retirement Benefits, and other private insurance companies and then directs and explains to the patient how to apply for these alternate resources.
4. Updating computer data regarding newly approved Division of Medicaid, CHIP, Medicare, etc. applications by going into the websites to get Medicaid numbers, private insurance policy numbers/information, Medicare numbers and entering it into the HIS/RPMS system for billing purposes.
5. Checks alternate resources for all departments prior to referrals for Purchased/Referred Care.
6. Checks and updates alternate resources for Business Office purposes.
7. Perform various clerical and administrative functions, such as ordering maintaining inventory of supplies, typing documents, timekeeping duties for Managed Care Department and employees, etc.
8. Comply with all HIPAA guidelines when working with any and all confidential related patient information.
9. Make contact with patient to apply for alternate resources at the direction of the Alternate Resource Coordinator via telephone, mail, or personal contact.
10. Answers phone and directs calls to appropriate staff.
11. Greets visitors, ascertains purpose of visit and directs them to appropriate staff.
12. Assist with Purchased/Referred Care with claim management by entering referrals into EHR at direction of Case Management or Managed Care Director or Business Office Manager if necessary.
13. Assists Managed Care staff with DME and meal ticket program if necessary.
14. Other duties as assigned by supervisor or Health Director.

## **QUALIFICATIONS:**

1. High School diploma required with at least one year's college preferred or three years' experience with office work.
2. Excellent communication skills (written and oral).
3. Must be able to work independently and without constant supervision.
4. Must have computer operations skills.
5. Must have valid Mississippi driver's license, automobile liability insurance and reliable transportation.
6. Must have phone.
7. Preference is given to applicants who speak the Choctaw language.
8. In accordance with the Choctaw Health Department Employee Health Program, a pre-employment physical examination is required and annual physical examination during employment.

## **WORK ENVIRONMENT:**

The primary work setting is at Choctaw Health Center within the Managed Care Department in a temperature controlled well lighted environment. Other assigned duties could take place in other areas of Choctaw Health Center.

## **OTHER REQUIREMENTS OF THE POSITION:**

1. Sense of integrity and commitment to patient confidentiality.
2. Able to handle frustrating circumstances in a calm and composed manner.
3. Must have a positive, friendly, upbeat, and accommodating personality.
4. Must possess a strong work ethic and team player mentality.

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