



## Choctaw Health Center

Business Office  
210 Hospital Circle  
Choctaw, MS 39350-6781  
601-389-4060

### JOB ANNOUNCEMENT# 096106

**POSITION TITLE:** Patient Access Coordinator  
**SALARY:** Tribal Pay Scale Grade 11  
**SUPERVISOR:** Revenue Cycle Manager  
**JOB LOCATION:** Choctaw Health Center  
**TYPE OF EMPLOYMENT:** Regular Full Time, Exempt, Essential  
**OPENING DATE:** AUGUST 09, 2023 **AUG 09 2023**  
**CLOSING DATE:** AUGUST 23, 2023 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*

The Choctaw Health Center is a twenty-bed hospital located in Choctaw, Mississippi off of State Highway 16 on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities, Bogue Chitto, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 11,000+ members of the tribe's population across a ten-county area in East Central Mississippi. It is an 18,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

### **Work Environment:**

The primary work setting is at Choctaw Health Center within the Billing Department (Revenue Cycle) in a temperature-controlled, well lighted environment. Other assigned duties could take place in other areas of Choctaw Health Center.

### **Job Hazards:**

Possible Expose to communicable diseases or viruses.

### **Qualifications:**

1. Associates degree in office administration or related field **(REQUIRED) Attach copy to application.** Bachelor's Degree in Business Management or Health Related field preferred.
2. Must be able to type a minimum of 50 words per minute.
3. Working knowledge of eligibility requirements of the Indian Health Services program is preferred.
4. Ability to work on own initiative with minimal supervision.
5. Ability to establish and maintain cooperative working relations with patients, staff, and visitors.
6. Experience with Microsoft Office, Electronic Health Record, and other computer applications preferred.
7. Knowledge of third-party insurance (Medicare, Medicaid, etc.) preferred.
8. Knowledge of medical terminology is preferred.
9. Strong oral and written communication skills required.
10. The ability to speak Choctaw fluently is preferred.
11. Ability to solve practical problems in a professional manner.
12. Valid Mississippi Driver License is required. (ATTACH COPY TO APPLICATION).
13. Must possess automobile liability insurance and reliable transportation. (ATTACH COPY TO APPLICATION).
14. Completion of criminal background investigation and pass a pre-employment drug test.

**\*\*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

### **Scope of Service and Effect:**

Under the general supervision of the Revenue Cycle Manager, The Patient Access Coordinator will gather and enter all Indian Health Services (IHS) eligibility requirements necessary for patient visit information and will assume responsibility for registration of all patients who present for health services to ensure timely and accurate billing. Patient Registration Coordinator will also be responsible for coordinating and supervising all registration clerks to ensure all the IHS eligibility requirements and patient information is captured to ensure revenue is captured in a timely manner.

### **Responsibilities and Duties:**

1. Oversees the patient registration clerks for accuracy in obtaining IHS eligibility required documents and patient registration information, including but not limited to insurance information, authorizations for care, notifying Patient Benefits, and scanning appropriate documents.
2. Oversees the patient interview process and computer input as needed.
3. Manages communications between patient registration clerks and various departments throughout the facility under the direction of the Revenue Cycle Manager.
4. Attends meetings/training as required.
5. Works closely with Billing Department to ensure IHS eligibility required information and patient insurance are being captured on the front end for timely billing.
6. Effectively communicates to the patient registration clerks the need for specific information and monitor that patient information is being updated.
7. Deal with Patient issues/concerns in a professional manner.
8. Manages the signature process for the patient registration system.
9. Train the new and existing patient registration staff on IHS eligibility requirements and the Cerner system.
10. Responsible for supervising the patient registration clerks.
11. Responsible for training patient registration clerks in customer service.
12. Creates and updates Patient Registration forms
13. Ensures that MSP forms, insurance forms, and privacy related forms are completed when indicated.
14. Perform audits to ensure IHS eligibility required documents are being uploaded and patient information is being updated.
15. Follows policies for Privacy, Confidentiality, HIPAA, and Standard of Professional Code of Conduct at all times.
16. Will perform other duties and responsibilities as assigned by Supervisor.

### **Hours Worked:**

This is an essential position. Working hours are for a shift schedule to cover a 40-hour work week. Employees are responsible for clocking in and out as scheduled.