



Choctaw Health Center

Managed Care
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4060

JOB ANNOUNCEMENT #003107

POSITION TITLE: Purchased and Referred Care Account Representative
SALARY: Tribal Pay Scale Grade 10
SUPERVISOR: Purchased and Referred Care Coordinator
JOB LOCATION: Choctaw Health Center
TYPE OF EMPLOYMENT: Regular Full-Time/Non-Exempt/Essential
OPENING DATE: MAY 07, 2026 ~~MAY 07 2026~~
CLOSING DATE: MAY 21, 2026 OR UNTIL FILLED

***Mission Statement:** Delivering Innovative, holistic, health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.*

***Vision Statement:** Achieve optimal health and well-being for the Choctaw People while honoring our cultural values.*

The Choctaw Health Center is a 20 bed hospital centrally located in Choctaw, Mississippi off of State Highway 16 West on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 11,000+ members of the tribe's population across ten county area in central Mississippi. It is a 180,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

Scope of Service and Effect:

Under the general supervision of the Purchased and Referred Care (PRC) Coordinator, the Purchased and Referred Care (PRC) Representative is to provide clerical assistance and support to the PRC Program and performs other duties as required.

Responsibilities and Duties:

1. Greets visitors, patients, families, staff, and physicians. Uses appropriate, professional courtesy for all telephone interactions.
2. Assists in managing the day-to-day operations of the PRC program.
3. Responsibility over aging reports, claim processing, and following up with the outside vendors utilizing the PRC referred spreadsheet template.
4. Maintains regular attendance and punctuality.
5. Maintains compliance with Indian Health Services Purchased/Referred Care Program regulations and clinic program policies and procedures to include the maximum utilization of alternate resources.
6. Performs clerical assistance including claim processing, requesting documents from providers, reviewing primary insurance status, verifies all alternate resource data necessary for patient and third-party payers, and verifies insurance coverage.
7. Refers patients to Patient Benefits Coordinator to apply for alternate resources when they are potentially eligible and document efforts.
8. Enters client data into the appropriate database; maintains accurate files and organizes data. Date stamps all correspondence on date of receipt.
9. Responds to PRC inquiries and requests for PRC assistance. Such responses include are through telephone, fax, e-mail, and letter mail.
10. Maintains strictest confidentiality; adheres to all HIPAA guidelines/regulations.
11. Works with PRC clerks to gather data on a periodic basis to ensure proper follow-up which may include contacting outside providers via telephone or written correspondence on status of incoming claims and billing statements.

Knowledge, Skills, Abilities, and other Characteristics:

1. Incumbent must possess the ability to interact with a wide variety of individuals and handle several complex situations simultaneously.
2. Knowledge of privacy laws and regulations including health care compliance laws and regulations relating to the CHC Purchased and Referred Care Program.
3. Knowledge of ICD-10 coding, CPT coding, and advanced medical terminology.
4. Knowledge and experience of a broad base of healthcare billing principles including coordination of benefits, Medicare-like-rates, and timely filing requirements.
5. Knowledge of various medical services offered by Choctaw Health Center.
6. Knowledge of hospital operations and CHC policy & procedure related to Purchased and Referred care, in order to ensure policies are followed.
7. Knowledge of referred care and claims adjudication information systems.
8. Knowledge of Choctaw Health Center PRC program eligibility requirements.
9. Skill in customer service concepts and principles
10. Skill in applying applicable rules and procedures in relationship to medical eligibility.

11. Skill in specialized medical terminology and interpretation of terms.
12. Skill with personal computer including MS office and other related software and various office equipment.
13. Skill in high level revenue cycle information technology.
14. Skill in establishing and maintaining cooperative working relationships with others.
15. Ability to handle confidential and sensitive information.
16. Ability to communicate effectively on the telephone or in person.
17. Ability to answer intelligently, tactfully, and accurately the question(s) raised by patients.
18. Ability to exercise good judgment in calls or personal contact with patients.
19. Ability to speak both Choctaw and English fluently.

Hours Worked:

Normal Workweek is 40 hours, Monday through Friday. Daily hours are from 8:00 a.m. to 4:30 p.m. with a one hour lunch break between 12:00 p.m. and 1:00 p.m.

Work Environment:

The primary work setting for the position is at Choctaw Health Center Managed Care Department. Other assigned duties could take place in other areas of Choctaw Health Center. While conducting administrative duties, normal office conditions exist, noise level may vary.

Physical Demands:

While performing the duties of this job the employee is regularly required to: walk, sit, use hands and fingers, reach with hands and arms, talk, and hear. May be required to stand for long periods. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds or more. Specific vision abilities are required by this job include close vision, color vision, and ability to adjust focus.

Job Hazard:

Possible Expose to communicable diseases, toxic substances, and other conditions common to a clinical environment.

Qualifications:

1. ***Education & Experience:*** High School or GED equivalent required. An Associate's Degree or related healthcare certification preferred.
2. ***Equivalency:*** Any equivalent combination of experience and education that will allow the applicant to satisfactorily perform the duties of the job may be considered when filling the position.

3. Must possess a valid Mississippi driver's license, reliable transportation and automobile liability insurance.
4. Must complete the required MBCI criminal background investigation and pre-employment drug test with favorable results.

In accordance with the Choctaw Health Center Employee Health Program, an employee screening will be performed upon hire. Employees are encouraged to continue to receive routine examinations with their clinical provider of choice.

*****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