



Choctaw Health Center

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

JOB ANNOUNCEMENT # 076107

POSITION TITLE: Purchased and Referred Care Clerk (2 POSITIONS)
SALARY: Tribal Pay Scale Grade 8
SUPERVISOR: Purchased and Referred Care Supervisor
JOB LOCATION: Choctaw Health Center
TYPE OF EMPLOYMENT: Regular Full Time/Non-Exempt/Essential
OPENING DATE: JUNE 08, 2026 JUN 09 2026
CLOSING DATE: JUNE 22, 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:

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.

Responsibilities and Duties:

1. Monitor the IHS website for current IHS Purchased and Referred Care guidelines.
2. Review all incoming billing statements and claim forms from external healthcare providers.
3. Makes determination as to patient eligibility for Purchased and Referred Care and assures compliance with federal regulations.
4. Assure effective utilization of all available third-party resources before expending Purchased and Referred Care funds.
5. Communicates with vendors and patients by telephone, fax, e-mail, and letter mail to explain IHS regulations.
6. Verifies all alternate resources data necessary for patient and third-party payors; verifies insurance coverage; obtains signatures for file on forms for alternate resources.
7. Assist incoming patients to the Managed Care Department with questions concerning medical bills.
8. Checks for referral information and patient eligibility through Oracle Cerner.
9. Enters assigned incoming medical claims for payment in the Plexis Healthcare System.
10. Issues purchased orders (PO) and/or denials within specified time limits
11. Mail out Purchased and Referred Care checks to the providers.
12. Utilizes basic computer skills to look up information regarding Purchased and Referred Care bills or billing information.
13. Maintains and keeps confidential files, records, reports, and related information that pertain to patients.
14. Assist patients in the completion of paperwork regarding insurance information.
15. Responsible for maintaining the standards of privacy act in all aspects of the records, billing, etc.

16. Performs other tasks assigned by the Purchased and Referred Care Supervisor or designated personnel

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 various medical services offered at Choctaw Health Center.
3. Knowledge of hospital operations and CHC policy & procedure related to Purchased and Referred care, to ensure policies are followed.
4. Knowledge of referred care and claims adjudication information systems.
5. Knowledge of Choctaw Health Center PRC program eligibility requirements.
6. Skill in customer service concepts and principles
7. Skill in applying applicable rules and procedures in relationship to medical eligibility.
8. Skill in specialized medical terminology and interpretation of terms.
9. Skill with personal computer including MS office and other related software and various office equipment and adaptability to new programs, software, or applications.
10. Skill in establishing and maintaining cooperative working relationships with others.
11. Ability to handle confidential and sensitive information.
12. Ability to communicate effectively on the telephone or in person.
13. Ability to answer intelligently, tactfully, and accurately the question(s) raised by patients or vendors.
14. Ability to exercise good judgment in calls or personal contact with patients or vendors.
15. Possess good oral and written communication skills.
16. Must have a positive attitude, good work habits, show initiative, ability to work with minimal supervision and the ability to get along with others.

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:** Must have a High School diploma or GED equivalent certificate required (**Attach copy to application**) with at least two years experience working within a healthcare setting.
2. Previous knowledge of insurance explanation of benefits will be given preference.
3. Ability to speak both Choctaw and English fluently is preferred.
4. Must have a current telephone number.
5. Must possess a valid Mississippi driver's license, reliable transportation automobile liability Insurance. (REQUIRED). Attach copy to application.
6. Must provide current documentation of the flu or influenza vaccination or provide a medical exemption.
7. 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