

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
WEBSITE ADDRESS: csktribes.org
E-mail melanie.piedalue@cskt.org**

******V A C A N C Y A N N O U N C E M E N T******

TITLE: Paid Care Registration Coordinator

LOCATION: Tribal Health Department – St. Ignatius

SALARY: \$15.28 - \$17.56 per hour, plus benefits (May be employed under contract)

CLOSING DATE: Thursday, July 25, 2024 at 5:30 p.m. (MST)

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.**

General Description of work:

- Greets recipients and visitors in a prompt, courteous and helpful manner
- Responsible for registering new patients and creating new patient charts per current procedure
- Verify recipient address, telephone number, and insurance with every contact
- Exhibit excellent customer service
- The position is a combination of patient advocate and referral point, and high volume computer data entry work
- Will support Paid Healthcare Patient Account Representatives as needed
- Responsible to receive and make calls to medical providers and other facilities for the exchange of health information according to HIPAA regulations,
- Responsible for overseeing incoming/outgoing communications including faxes, email, etc. related to patient registration
- Employee must also have knowledge of local medical vendors, providers, specialty care, networks, and who to contact for authorizing medical care after eligibility has been determined using the THD patient registration process.
- Assists in ordering any and all patient registration supplies, as needed
- Assists in quality improvement measures including but not limited to patient satisfaction and patient complaints
- Answers or appropriately redirects questions from patients and the general public regarding services provided by the facility
- Maintains work area and identifies safety hazards and reports them to housekeeping supervisor and /or other responsible official in a timely manner
- Attends meetings as required
- Complies with all applicable Tribal Health and CSKT policies
- Is a consistent advocate of the Tribal Health Promise
- Notifies Paid Care Registration Manager of angry/hostile recipients
- Assists Tribal Health Beneficiaries in completing patient registration
- Exercises time management, good attendance, organization and workload management

- Understands office procedure, policy changes and changes to pertinent laws
- Identifies and works to resolve work flow or IT system issues with RPMS
- Issues ACA letter to those recipients that are THPC eligible as requested
- Addresses errors in Paid Care registration errors
- *Request a copy of position description for full details.*

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

An Associate's degree in Sociology, Social Work, or Business Management or a medical related field or 2 years' experience in Patient Registration and secretarial work in health administrative office.

Must possess a valid driver's license.

Experience with the RPMS computer system, FI computer system, fax machine, scanning is preferred, but not required

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts, certifications, licensure, etc.
3. Copy of driver's license.
4. Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040, or personnel@cskt.org

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS

FOR MORE INFORMATION: Contact Sarah Lutes at THD (406) 675-2700 Ext. #5043