

**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: [www.csktribes.org](http://www.csktribes.org)  
E-mail: [melanie.piedalue@cskt.org](mailto:melanie.piedalue@cskt.org)**

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

**TITLE:** Medical Practice Manager (Bachelors – Level 1 – 3, Masters – Level 1-3)

**LOCATION:** Tribal Health Department – St. Ignatius

**SALARY:** May be employed under contract – (rate per hour plus benefits)  
Bachelors Level 1 - \$25.63 to \$29.46                      Masters Level 1 - \$33.20 to \$38.16  
Bachelors Level 2 - \$27.15 to \$31.21                      Masters Level 2 - \$33.93 to \$39.00  
Bachelors Level 3 - \$28.80 to \$33.10                      Masters Level 3 - \$34.45 to \$39.60

**CLOSING DATE:** Thursday, March 21, 2024 @ 5:30 p.m. (MST)

**SPECIAL CONDITIONS:**

This position is 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. The successful applicant will be required to serve a mandatory six (6) month probationary period.**

The Medical Practice Manager is a full-time position, with the responsibility of providing coordination and support to the Tribal Health medical staff including physicians, physician assistants, nurse practitioners, nursing and administrative staff and other allied health professionals. The main objectives of the position are to work directly with the Medical Director to coordinate all medical clinic activities to develop a cohesive network of clinics and clinicians providing health care to the patients of Tribal Health and foster clinical and organizational excellence.

The Practice Manager plays a pivotal role in ensuring the smooth functioning of the multispecialty clinics, demonstrating exceptional leadership abilities, business management expertise, and a range of skills that are not easily taught. This position requires a commitment to optimizing the clinic's performance while maintaining the commitment to excellent patient care. The position also interacts closely with other senior management team members to drive the success of tribal health initiatives, practice development and key organizational goals.

Practice Organization

- Coordinate, plan and monitor staff activities to ensure efficient service to patients and support to partners.
- Oversight of daily operations such as staff assignments/scheduling and monitor effectiveness and adequacy of coverage.
- **Planning-** Goal to optimize current clinic operations to provide the most patient access and vision to see opportunities for growth throughout the Flathead Reservation.
- **Monitor** health care providers' metrics to meet or exceed current medical activities to ensure efficient service to patients and support to partners.
- Collect, process and participate in development of new policies and procedures to aid and improve practice organization and provision of services to patients in accordance with the mission and vision of Tribal Health.
- Oversee the coordination of ordering of medical supplies and other equipment/supplies utilized by clinical staff in a fiscally responsible manner.
- Work closely with other Allied Health Departments (e.g. Radiology, Pharmacy, Physical Therapy, Behavioral Health, Dental, Optical, Community Health, etc.) and professionals within Tribal Health to coordinate systems of referral, patient flow, patient care and satisfaction.
- Function as the Liaison between THD Clinics and outside facilities to ensure quality communication and patient care, including any research projects THD participates in.
- 1<sup>st</sup> contact for patient complaints and/or Tribal Health incidents involving Medical staff.
- Serve as a liaison between Medical and Public Health/Tribal Care Coordination.

Staff Management

- Supervision of referral coordinators and office manager(s)
- Liaison between medical staff and business office in the credentialing process of Medical Staff and ensure maintenance of Medical Staff certification and credentials.
- Development and maintenance of Medical Staff Employee Health Program.
- Coordinate new Medical Staff Orientation.
- Timekeeper for medical division staff.
- Ensure performance evaluations are completed in a timely and appropriate fashion for all Medical Staff.

#### Quality & Outcomes

- Work closely with Health Information and Office Managers to monitor productivity, provider patient load, population/disease demographics, and proper billing/coding practices by providers as well as other outcomes to ensure quality care and justification. Generates monthly metric reports for providers and Medical Director.
- Develop mechanisms to ensure and measure efficiency within clinic systems.
- Work closely with clinical nurse informaticist to ensure Medical Staff compliance and adequate training on Electronic Health Record.
- Request position description for a detailed description of desirable qualifications.

#### **MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):**

##### **Required**

- Valid Driver's License.

##### **Bachelor's**

- Level 1- Required to have a bachelor's degree relevant to medical staff management (i.e. healthcare administration, health services administration) OR a BSN degree. Will need to have at least 3 of years management experience.
- Level 2- The applicant meets the level 1 and 7+ years of experience. Completed clinical informatics training and certificate.
- Level 3- The applicant meets the level 1 and 15+ years of experience. Completed clinical informatics training and certificate.

##### **Master's**

- Level 1 Required to have either a Master's degree relevant to medical staff management (i.e. healthcare administration, health services administration) with minimum of 2 years of management experience.
- Level 2- The applicant meets the level 1 and 7+ years of experience. Completed clinical informatics training and certificate.
- Level 3- The applicant meets the level 1 and 15+ years of experience. Completed clinical informatics training and certificate.

##### **SUBMIT:**

1. Completed Tribal employment application.
2. Copy of degree/relevant academic transcripts and certifications.
3. Copy of current licensure.
4. Copy of current valid driver's license.
5. Proof of enrollment from a federally recognized Tribe if other than CSKT.
6. If claiming veteran's preference, a copy of 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](mailto:personnel@cskt.org)

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

**FOR MORE INFORMATION:** Contact Bernadette Corum @ (406)675-2700 Ext. 5124