

APPLY IN PERSON AT:
Human Resources Department
909 Packerland Drive
Green Bay, WI 54303



A good mind. A good heart. A strong fire.

OR MAIL TO:
Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365

APPLY ONLINE AT:
<http://oneida-nsn.gov>

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-206-1100

JOB DESCRIPTION

POSITION TITLE: Purchased/Referred Care Specialist
POSITION NUMBER: 02525
DEPARTMENT: Business Operations
LOCATION: 525 Airport Road Oneida WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Purchased/Referred Care Supervisor
SALARY: NE05 \$14.01/Hr. (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: September 13, 2017
CLOSING DATE: Until filled
Transfer Deadline: September 20, 2017
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

This position will assist in the management of the referral system for authorized indirect health services to include interviewing patients, identification and coordination of alternate resources of payment, entering referral data to computer system, adjudication of claims received, re-pricing claims with Medicare-like rates, application for CHEF reimbursement, processing approved charges to supervisor for payment and approval, and general clerical duties. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Open, sort, date stamp and distribute incoming/outgoing mail.
2. Provide information to patients and vendors to include: Purchased/Referred Care eligibility requirements and status of payment. This will include interviewing patients to determine recipients' eligibility for alternate resources. Refer to Medical Benefits Coordinators as needed/required.
3. Ensure all required Purchased/Referred Care documents are complete and accurate to determine Purchased/Referred Care eligibility.
 - a. Determine if claims received are authorized or denied for payment with Purchased/Referred Care funds or if additional referrals/Purchased/Referred Care eligibility documents are required. Identify and update accurate patient data.
 - b. Enter patient data into appropriate databases, and prepare referrals for eligible services for transmittal to indirect health care vendors for legal claim. Process claims for the Supervisor for authorization of payment.
 - c. Enter and verify all emergency room visits into the ER database and process claims per approval/denial decisions.
 - d. Assist with processing denials for ineligible services to include entering denial data into the computer and preparing denials for transmittal to patients and vendors.
 - e. Monitor all referrals for potential catastrophic health emergency funds (CHEF) availability and notify supervisor.

JOB DESCRIPTION

Purchased/Referred Care Specialist

Page 2

DUTIES AND RESPONSIBILITIES: (Cont)

4. Establish and maintain an effective filing and retrieval system.
5. Assist in processing refunds from healthcare vendors to include identifying referral affected, entering payment adjustment in computer, and preparing deposit slips to reimburse correct expense account.
6. Re-price Medicare-Like Claims for payment processing in accordance with Federal Register.
7. Assure all HIPAA requirements are adhered to in all Purchased/Referred Care related matters.
8. Attend State and Regional Purchased/Referred Care meetings to keep abreast of current guidelines and regulations.
9. Contribute to a team effort and accomplishes related results as required.
10. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
11. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently stand; use hands; reach with hands and arms; and talk.
2. Occasionally sit, stoop, kneel, and lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting.
4. Evening and/or weekend work; extended hours and irregular shifts may be required.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of:
 - a. applicable federal, state, county and local laws, regulations, and requirements,
 - b. medical insurance claims procedures and documentation,
 - c. medical billing procedures,
 - d. the nature and provisions of alternative health insurance plans,
 - e. procedures and documentation of third party medical insurance payers,
 - f. Medicaid, Medicare, Social Security, Tribal and County Department of Human Services and private health insurances,
 - g. or willingness to learn the social and economic conditions in the local community and availability of resources to which a client may be referred,
 - h. ICD9 and CPT coding,
 - i. Indian Health Services rules and regulations pertaining to eligibility,
 - j. business English, proper spelling, grammar, punctuation, and basic arithmetic,
 - k. records management and basic accounting procedures.
2. Skills in:
 - a. operating business computers and office machines, including word-processing, spreadsheets, database software programs and e-mail,
 - b. preparing and maintaining patient records.
3. Ability to:
 - a. establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels,
 - b. represent the organization in a professional manner, building respect and confidence,
 - c. handle multiple tasks and meet deadlines,
 - d. work independently with minimal supervision,
 - e. gather data, compile information, and prepare reports,
 - f. analyze and solve problems,
 - g. inform and communicate verbally and in writing in diverse and challenging situations with the ability to process information effectively, identify and define problems and make objective decisions,
 - h. obtain Oneida Certification on reporting Child Abuse and Neglect within ninety (90) days.
 - i. and willingness to be CPR and Red Cross First Aide Certified. Must maintain CPR and Red Cross First Aide Certification during employment.

JOB DESCRIPTION

Purchased/Referred Care Specialist

Page 3

STANDARD QUALIFICATIONS: (Cont.)

4. Must:
 - a. Adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
 - b. Complete Health Insurance Portability and Accountability Act (HIPAA) training prior to starting this position. **(Training will be administered by the Human Resource Department)**
 - c. be willing and able to obtain additional education and training
 - d. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
 - e. Employees are required to have proof of immunity or dates of 2 doses of MMR and proof of immunity or dates of 2 doses of Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant.
 - f. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation Gaming Division.

Applicants please clearly state on the application/resume if you meet these qualifications.

PREFERRED QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. High School Diploma, HSED Diploma or GED Certification. Applicants age 50 and older are exempt from this requirement.
2. Six (6) months previous office experience, Knowledge of the general application of Medicaid, Medicare for health related services.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**