

Human Resources Department

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STUDENT INTERN POSITION DESCRIPTION

POSITION TITLE: Student Intern – Health Care Admin **POSITION NUMBER:** 05214
DEPARTMENT: Purchased Referred Care **LOCATION:** Oneida Community Health Center
DIVISION: Comprehensive Health
RESPONSIBLE TO: Purchased Referred Care Supervisor
SALARY: \$12.00/ HR
DATES OF EMPLOYMENT: June 14th to August 20th
NUMBER OF HOURS PER WEEK: 32 HOURS PER WEEK

INTERN DUTIES/PROJECTS

1. Check, stamp, sort, and distribute incoming mail (25%)
2. Enter and run Medicare Like Rates from 3M software (25%)
3. Assist with internal Departmental data documentation (25%)
4. Assist with data entry to keep processing of claims timely (25%)
5. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
6. 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.

INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR

1. Knowledge and experience with computers, copier, fax machine, scanner.
2. Business and/or healthcare college major.

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. 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. Willingness to learn medical insurance claims and billing procedures
2. Willingness to learn the social and economic conditions in the local community and availability of resources
3. Willingness to learn the Indian Health Services rules and regulations pertaining to eligibility
4. Able to represent the organization in a professional manner, building respect and confidence
5. Able to gather data, compile information, and prepare reports
6. Able to handle multiple tasks and meet deadlines
7. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
8. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
9. 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's Gaming Division.