

APPLY IN PERSON AT:

909 Packerland Drive
Green Bay, WI 54303



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

OR MAIL TO:

P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

APPLY ONLINE AT:

<http://oneida-nsn.gov>

OPEN TO ALL APPLICANTS

POSITION TITLE: Medical Benefits Coordinator
POSITION NUMBER: 00328
DEPARTMENT: Business Operations
LOCATION: 525 Airport Road Oneida WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Purchased/Referred Care Supervisor
SALARY: Grade 15 \$23.53/Hr. (NEGOTIABLE)
CLASSIFICATION: Non-Exempt
POSTING DATE: November 29, 2021
CLOSING DATE: Until Filled
Transfer Deadline: December 6, 2021
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 provide a variety of financial services to patients and families in accordance with guidelines. Interview patients regarding financial status and assist families and individuals in applying for alternative medical resources in accordance with federal and state guidelines. Continuation of this position is contingent upon funding allocations

DUTIES AND RESPONSIBILITIES:

1. Review patient records to ascertain insurance coverage and the possible need for financial assistance; or assists families and individuals in applying for alternative resources.
2. Provide community outreach and education on alternate resources to clients.
3. Counsel and interview patients and families regarding their access to an IHS contracted tribal facility. Advise on financial issues such as insurance, eligibility for assistance, alternate resources, verify insurance coverage.
4. Develop effective screening and interviewing methods to assure maximum identification of individuals who may be eligible for alternate resources.
5. Track assistance applications; compile and distribute information regarding patients' personal insurance and financial status; provide appropriate forms to billing and other departments.
6. Record patient demographic, insurance, and potential eligibility for alternate resources into the AS400 system; research missing insurance information in AS400 system; obtain signatures and release forms.
7. Follow established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards.
8. Coordinate with Purchased/Referred Care staff to process catastrophic health emergency fund (CHEF) reimbursement requests.
9. Act as a resource to patients to assist in effectively utilizing resources such as Medicaid, Medicare, VA, Group Health/Private insurance, Children's Special Health Services (Health check, Healthy start, etc.).
10. Work in conjunction with Purchased/Referred Care to review claims prior to processing vouchers to explore alternate resource options.
11. Provide information to patients and community on current changes and updates of all resources and guidelines for eligibility of clients.
12. Maintain an expense log of time, mileage, training etc, for Federal reimbursements.
13. Compile and provide written monthly reports.
14. Contribute to a team effort and accomplish related results as required.

JOB DESCRIPTION

Medical Benefits Coordinator

Page 2

DUTIES AND RESPONSIBILITIES: (Cont.)

15. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
16. 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 walk, stand; use hands, handle, or feel; reach with hands and arms; talk and hear. Occasionally sit, stoop, kneel, crouch, or crawl; lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in an office setting.
3. Evening and/or weekend work; extended hours and irregular shifts may be required.
4. A Tuberculosis (TB) Screening and/or a 2 step TB Skin Test is required within thirty (30) days of employment.

STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of patient care charts and patient histories.
3. Knowledge of medical insurance claims procedures and documentation.
4. Knowledge of Indian Health Services and regulations pertaining to eligibility.
5. Knowledge of related accreditation and certification requirements.
6. Knowledge of the nature and provisions of alternative health insurance plans.
7. Knowledge of the precertification requirements, procedures and documentation of third-party medical insurance payors.
8. Knowledge of Medicaid, Medicare, Social Security, Tribal and County Department of Human Services and private health insurance.
9. Knowledge of or willingness to learn the social and economic conditions in the local community and availability of resources to which a client may be referred.
10. Knowledge of Indian Health Services rules and regulations pertaining to eligibility.
11. Ability to gather data, compile information, and prepare and maintain written records and reports.
12. Ability to analyze and solve problems.
13. Ability to maintain quality, safety, and/or infection control standards.
14. Ability to work independently, be dependable and self motivated.
15. Ability to inform and communicate in the English language verbal and in writing in diverse and challenging situations with the ability to process information effectively, identify and define problems and make objective decisions is required.
16. Ability to establish and maintain professional relationships with the public and co-workers.
17. Ability to handle multiple tasks and meet deadlines.
18. Ability to understand and follow verbal and written instruction.
19. Strong customer service orientation.
20. Ability to demonstrate excellence, and continually seek improvement in results.
21. Skill in operating business computers and office machines, including word-processing, spreadsheets, database software programs, PRC System and e-mail.
22. Skill in preparing and maintaining patient records.
23. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
24. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position.
25. 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.
26. Oneida Certification on reporting Child Abuse and Neglect within ninety (90) days.
27. Must be willing and able to obtain additional education and training.
28. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.

JOB DESCRIPTION
Medical Benefits Coordinator
Page 3

STANDARD QUALIFICATIONS: (Cont.)

29. 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.
30. A valid driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Law prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

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

- 1.

MINIMUM QUALIFICATIONS:

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

1. Associate degree in Human Services or related fields.
2. One (1) year experience in interviewing, assessment and determining benefit eligibility for state, tribal and federal programs.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**
2. **Must have received or be willing to receive the COVID-19 vaccination by date of hire to be considered.**
Proof of vaccination required.