



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CA 93258

PHONE: (559) 784-2316 • FAX: (559) 791-2585

JOB POSTING

POSITION: PRC CLERK	
POSTING DATE:	OCTOBER 4, 2017
CLOSING DATE:	OCTOBER 12, 2017- 5:30PM
NUMBER OF OPENINGS:	1
RATE:	\$12.35/ HOUR
STATUS:	FULL-TIME, NON- EXEMPT
<p>IN ORDER TO BE CONSIDERED FOR THE OPEN POSITION, A COMPLETED APPLICATION MUST BE SUBMITTED BY THE CLOSING DATE STATED ABOVE.</p> <p>TO OBTAIN A COPY OF THE JOB DESCRIPTION AND JOB APPLICATION, PLEASE VISIT WWW.TRIHCI.ORG</p> <p>PLEASE SEND COMPLETED APPLICATIONS TO HUMANRESOURCES@TRIHCI.ORG</p>	
<p>IN ACCORDANCE WITH INDIAN PREFERENCE STATUTES DEFINED IN USC TITLE 25, SECTION 472, PREFERENCE IN FILLING VACANCIES AT TRIHCI WILL BE GIVEN TO QUALIFIED INDIAN CANDIDATES WHO SUCCESSFULLY VERIFY THEIR ELIGIBILITY (BIA FORM 4432, A CERTIFICATE OF INDIAN BLOOD, OR OTHER DOCUMENTATION MAY BE REQUIRED). WITHIN THE SCOPE OF INDIAN PREFERENCE LAWS, TRIHCI DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW IN MAKING EMPLOYMENT DECISIONS OR PROVIDING SERVICES.</p>	



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CALIFORNIA 93258

PHONE: (559) 784-2316 • FAX: (559) 781-6514

**POSITION DESCRIPTION:
PURCHASED REFERRED CARE CLERK**

Reports To: Purchased Referred Care Officer (PRCO) **Prepared By:** Human Resources
FLSA Status: Full-Time, Non-Exempt **Salary Grade:**
Revised Date: August 30, 2017 **Board Approval:** September 6, 2017

Position Summary:

Under direct supervision of TRIHCI's Purchased Referred Care (PRC) Officer, the PRC Clerk provides support services to the PRC Officer, PRC Resource and Records Coordinator(s) in maintaining a viable Purchased Referred Care program which operates in compliance with all regulatory requirements.

Essential Duties and Responsibilities:

1. Oversee bill log and assign bills to PRC Resource Coordinator
2. Review referrals for eligibility and prepare for the Referral Review Committee
3. Oversees Referral Log and assign referrals to the PRC Resource Coordinator
4. Correspond by mail and informs patients of authorized referrals and their Purchased/Referred Care (PRC) status.
5. Assist patient with required documents for Purchased/Referred Care eligibility
6. Work collaboratively with outside providers and informs of Alternate Resource information and/or if the Insurance/Alternate Resource has yet to be billed.
7. Respond and assist patient on appointment dates and serve as a liaison between patient and the specialty provider.
8. Request consult report once documentation has been completed by specialty provider and then forward to medical records.
9. Directly communicates or coordinates with the PRC Resource Coordinator of patient's continuous appointment dates and time, vendors name and address
10. Communicate with patients of referral process, informing the PRC Resource Coordinator if there is recommendation of another specialty referral, labs, x-rays and or hospitalization.
11. Coordinate with patient the payment process and the collection of the EOB.
12. Communicate with the patient and the finance department on the process of requested PO's to be paid and status of payment.
13. Communicates and informs patient and vendors of payment status and date.
14. Performs other duties as assigned.
15. Participate in staff meetings.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skills, and/or abilities required. In accordance with the American with Disabilities Act (ADA), reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

____INITIALS

PRC CLERK JOB DESCRIPTION

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1. Possess a Valid California Driver's License and be insurable with the Tule River Indian Health Center Inc. insurance agency.
2. Must pass pre-employment drug & alcohol test.
3. Must pass pre-employment physical.
4. Must pass background check.
5. Must maintain a professional appearance and attitude.
6. Must be punctual and reliable;
7. Must maintain absolute confidentiality regarding patients per HIPAA and TRIHCI policies.
8. Must be able to multitask, prioritize and handle many incoming calls or patients at once.
9. Must demonstrate the ability to maintain accurate records and preparing clear and accurate reports for informational, auditing, and operational use, including capacities for attention to detail and for reviewing and verifying accuracy of data.
10. Experience working in a health care facility setting.
11. Possess experience in scheduling patients according to availability.
12. Must possess good communication skills, be able to effectively communicate with diverse populations, and be willing to convey responsibilities to patients.
13. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

Knowledge, Skills, and Abilities

1. Knowledge of the Purchased Referred Care Applications/Notification, Eligibility, Denial/Approval and Appeal process, and other related health insurance processes or managed care programs.
2. Knowledge of the Health Insurance Portability and Accountability Act (HIPAA) regarding patient confidentiality of all medical records and Contract Health patient individual files.
3. Knowledge of Medicare/Medicaid, AHCCCS, Social Security Administration, County, State and Tribal health programs.
4. Knowledge of the Purchased Referred Care program and activities including an awareness and understanding of the purpose, objectives, commitments and priorities to perform both recurring and special assignment.
5. Working knowledge of various third parties, such as Medicare, Medicaid, Private Insurance, etc., availability of health care resources, rules of eligibility for medical and other available programs to assist in payment of health care costs.
6. Knowledge of medical terminology and medical care practice and procedures.
7. Skill in operating a computer-automated PRC/CHS system data entry; retrieval of purchase orders and denial letters, as well as word processing.
8. Skill in the utilization of computer print-outs, fiscal and health care data; as well as excellent and efficient keyboard skills.
9. Skill in establishing and maintaining effective working relationships with patients, providers, staff and general public.
10. Excellent proficiency in computer software and applications associated with a business environment including Microsoft Office (Excel, Outlook, PowerPoint, and Word).
11. Ability to gather information from face-to-face interview or by telephone with patients and private contractors.
12. Ability to communicate effectively both orally and in writing.
13. Ability to maintain the confidentiality of patient information.

Education and/ or Experience

1. High school diploma or general education degree (GED); or
2. Two (2) years or more related experience and/or training, or
3. Equivalent combination of education and experience;

Employee Name (printed)
Employee Signature
Date