

JOB DESCRIPTION

Approved 06-11-2019

TITLE: Purchase and Referred Care Coordinator

STATUS: Full-Time, Regular, Non-Exempt

POSITION IN TRIBAL ORGANIZATION

The Purchase and Referred Care Coordinator is under the immediate supervision of the Tribal Health Director. He/she is hired by the Personnel Selection Committee and employed by the Tribe through the Indian Health Service (IHS) Contract.

ROLE

The Purchase and Referred Care Coordinator assists the Tribal Health Director in maintaining the Purchase and Referral System for offsite health care services for eligible IHS Beneficiaries. He/she will establish and maintain a functional system to track and process purchased and referred care. He/She works cooperatively with all Health Center Staff, and office health providers in a team effort.

DUTIES

1. Assumes responsibility for all aspects of the Purchase and Referred Care Office including the issuing purchase orders and/or authorizations for all offsite care.
2. Adheres to the IHS Purchase and Referred Care Policies as applicable to Tribal Health Care Programs.
3. Estimates or receives estimates from offsite medical care providers for the cost of services to be provided.
4. Maintains the PRC Document Control Register, and other establish tracking system to record all payment obligations and differences from original estimates.
5. Receives and maintains information pertaining to all PRC visits from hospitals/providers necessary to ensure prompt payment for services.
6. Maintains patient and vendor files necessary to tract and process PRC claims, deferred, and denied services.
7. Processes and submits vouchers for payment of purchase and referred care services to the Health Director for approval.
8. Coordinates mailing of payments to medical providers.
9. Maintains a file of all reimbursements returned from contract health providers in the event of overpayment.
10. Utilizes the RPMS Contract Health Services (CHS) and Referral Care Information System (RCIS) computer software package, as a regular part of his/her duties.
11. Maintains a list of all outstanding purchase orders and conducts follow up with outside providers monthly in order to ensure prompt payment of PRC Claims.
12. Complies with all reporting requirements of the PRC Coordinator position, especially the bi-monthly and yearly projection, monthly workload reports, and a copy of the document control register and submits these reports to the appropriate person and/or organization (i.e., Health Director, IHS, USET, Administrative Officer).
13. Attends all in-service trainings and staff meetings as appropriate.
14. Attends training programs to develop/upgrade skills relevant to job duties, as requested by the Tribal Health Director when appropriate.

QUALIFICATIONS

1. High School diploma or equivalent is required.
2. Professional experience in a medical office setting is required.
3. Associates Degree in Medical Office Technology, Office Information Systems, or other related fields preferred
4. A minimum of 2 years of Medical Billing or related field experience preferred; or any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.
5. Working knowledge of insurance billing, regulations, and practices.
6. Knowledge of ICD-10, HCPCS, and CPT codes is required.
7. Shall strictly adhere to the Health Insurance Privacy and Portability Act (HIPPA).
8. Extremely detailed oriented.
9. Must possess high level of proficiency in Microsoft Office (Microsoft Word, Microsoft Excel, etc.) and other computer applications.
10. Must be highly organized with the ability to function independently or as part of a team.
11. Must keep clear and organized records.
12. Must possess exceptional interpersonal communication skills.
13. Must be professional in attitude and appearance.
14. Must possess the ability to make sound proposals and decisions.
15. Shall adhere to confidentiality.
16. Must attend training/workshops as deemed necessary to enhance job performance.

Background Investigation

This position is subject to 11 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates for positions that require a 101-630 background check must be able to successfully pass a background and character investigation in compliance with PL 101-630.