

JOB VACANCY ANNOUNCEMENT

Opening Date:	February 6, 2019	Closing Date:	February 20, 2019
Position:	<u>Patient Benefits Coordinator (Re-Post)</u>	Reports to:	Revenue Cycle Director
Salary/Wage:	Grade 11; \$30.55 - \$34.40/HR DOE	Department:	Revenue Cycle
Hours:	Monday – Friday; 8:00am – 5:00pm	Location:	ASNA/SSMH

Brief Summary:

The primary purpose of this position is to function as an advocate for patients in the effective utilization of alternate resources such as Medicare, Medicaid, Department of Veterans Affairs (DVA), Private Insurance etc. The primary responsibility of this position is to ensure that all patients who are eligible for alternate resources are identified, contacted, and encouraged to apply for and maintain eligibility for available benefits. 3-4 village trips will be required per year.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

- High School diploma or general education degree (GED).
- Three (3) years' experience working in a medical office is preferred
- Excellent communication skills; understanding of Tribal services, alternate health resources and service terminology is REQUIRED.
- Must maintain strict patient confidentiality and adhere to the standards for behavioral health record-keeping and HIPAA requirements, REQUIRED.

Desired Knowledge, Skills and Abilities:

- Ability to determine eligibility for alternative resources of patients.
- Proficient skills in the use of computers, office machines and equipment with particular emphasis on accurate computer-based word processing skills
- Work closely with Patient Registration and other front line staff to ensure all patient information is current, accurate and that all alternate resources are utilized.
- This position will provide back up for Patient Registration and assist in maintaining current and accurate patient data in the database being utilized by SSMH. This will involve interviewing and screening new and existing patients and updating information in the system
- Ensure maximal identification of persons who have or are eligible for alternate resources by effectively implementing screening and interview methods.
- Assist patients and their families with processing all applications for alternate resources, for example Medicaid and Medicare. Provide interpretation of the rules and regulations from the organization supplying the benefit, as well as the rules governing Tribal/IHS services. Review with patients what is covered and how to use those services.
- Transmit all applications for alternate resources to the appropriate agency; track and monitor the processing of applications.
- Keep patients and staff up to date on regulatory changes by researching, updating and sharing information on alternate resources.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd. PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217
applications@arcticslope.org

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd.:

Exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law

Is committed to maintaining a drug free, smoke free workplace