

## JOB VACANCY ANNOUNCEMENT

Opening Date: May 2, 2019

Closing Date: May 10, 2019

Position: **Patient Benefits  
Coordinator**

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.

### **Essential Job Functions**

- Interview patients at the initial time of service in order to determine available accessible resources for which the patient is eligible.
- Assist in making and/or coordinating arrangements with or for the patient in order to complete any required paperwork for the alternative resource.
- Establish a working relationship with alternative resource agencies, i.e. Medicaid, Social Security, private insurance companies, human resource departments of local employers.
- Re-verify benefits on patients for subsequent visits.
- Village Visits 3-4 times per year required

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*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