



Cow Creek Government Office

Position Description

Position Title: Purchased & Referred Care Specialist

Department: CCH&WC

Reports To: Assistant Health Director

FLSA Designation: Non-Exempt

Date Written/Revised: 11/23/2015

Pay Grade: 6

POSITION PURPOSE:

Administers all daily activities of Purchased & Referred Care (PRC) Programs. Processes and tracks all patient billings.

ESSENTIAL FUNCTIONS:

- Knowledge of rules and regulations pertaining to IHS Programs so as to assure referrals and assistance with obtaining services can be implemented.
- Administer all daily activities of the PRC Program.
 - Determining eligibility for services
 - Issue pre-authorization for services
 - Assist tribal members with vendor selections
 - Case manage individual tribal members/families health needs
- Process and track patient billings
- Assist with billing problems, appointments, and referrals assuring all issues are completed and followed up on in a timely manner.
- Prepare and submit monthly PRC reports to Assistant Health Director.
- Coordinate Resource Committee Meetings; preparing all information and following up with patients and providers as necessary per PRC procedures.
- Develop and maintain PRC policies and procedures; annual update of all such policies.
- Assist with Annual PRC audit.
- Act as liaison between the Tribe and the Indian Health Service (relative to the on-line computer system for the PRC Program).

QUALIFICATIONS:

- Must have a High School Diploma or GED equivalent.
- Must have a minimum of three years experience in a medical office.
- Valid Oregon driver's license required.
- Knowledge of standard insurance billing procedures and codes.

- Knowledge of medical terminology.
- Knowledge of Medicare-like rates and cost saving measures.
- Excellent computer and phone skills
- Must have excellent organization, verbal, interpersonal skills.
- Excellent service approach when dealing with customers.
- Requires excellent communication skills both written and verbal.
- Experience with managing program budgets

Cow Creek Government Office

Position: Contract Health Specialist

Position Minimum Requirements

{Continuous -- 67-100% of the day. Frequent -- 34-66%. Occasional - 6-33%. Intermittent -- 1-5%}

- **1. SITTING** - (Percent of time or hours per day? Surface? Foot controls?) **Frequent**

- 2. STANDING** - (Percent of time or hours per day? Type of surface? Duration at one time?)
Occasional

- 3. WALKING** - (Percent of time or hours per day? Surface? Distance?) **Frequent**

- 4. POSITIONS** - (Can worker change positions frequently? Occasionally?) **Frequent**

- 5. LIFTING & CARRYING** - (Weight? Type of object(s)? Frequency? Distance?) **Occasional**

- 6. PUSHING/PULLING** - (Weight? Type of object(s)? Times per hour? Distance?) **Occasional**

- 7. REACHING/HANDLING** - (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?) **Occasional**

- 8. BENDING/SQUATTING** - (Frequency? From Waist? Knees? Duration?) **Occasional**

- 8. TWISTING** - (From what body part(s)? Frequency? How far? Work being done?) **Occasional**

- 9. CLIMBING** - (Height? Slope? Number of steps? Frequency? On what? Ladder?) **Intermittent**

- 11. CRAWLING** - (Surface? Frequency? Distance?) **Intermittent**

ENVIRONMENTAL FACTORS - (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, communicable disease, etc.)

In office position and occasional outdoor programmatic outdoor implementation of childrens activities

<u> </u> <input checked="" type="checkbox"/>	Sedentary Work	= Prolonged periods of sitting, exerts up to 10 lbs. of force occasionally
<u> </u> <input type="checkbox"/>	Light Work	= Exerts up to 20 lbs. of force occasionally, and up to 10lbs. of force frequently
<u> </u> <input type="checkbox"/>	Medium Work	= Exerts up to 50 lbs. of force occasionally, and up to 20 lbs. of force frequently
<u> </u> <input type="checkbox"/>	Heavy Work	= Exerts up to 100 lbs. of force occasionally, and up to 20 lbs. of force frequently
<u> </u> <input type="checkbox"/>	Very Heavy Work	= Exerts over 100 lbs. of force occasionally, and up to 50 lbs. of force frequently

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.

EMPLOYEE

DATE

SUPERVISOR

DATE

The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.