



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