



THE PAIUTE INDIAN TRIBE OF UTAH

440 North Paiute Drive • Cedar City, Utah 84721 • (435) 586-1112 • (435) 867-2659 (fax)

POSITION TITLE: Business Office Assistant

DEPARTMENT: Health

SUPERVISOR: Chief Financial Officer

STATUS: Full-time, Non-Exempt, Hourly

PAY: \$10.00+ hr. (DOE)

DATE APPROVED: July 3, 2017

OPENS: July 7, 2017

CLOSES: until filled (may close early if enough qualified candidates are achieved).

JOB SUMMARY

Oversees all PRC travel requests and Medicare reimbursements. Provides assistance as needed to Business Office Coordinator. Ensures timely communication with and between referred providers and patients. Reconciles, on a monthly basis, open PRC purchase orders and follows up with vendors regarding claim status. Performs filing of patient and vendor claims in patient and vendor files. Provides back-up support to the Business Office Coordinator.

The Paiute Indian Tribe of Utah is an equal opportunity provider and employer, subject to the federal laws, regulations and policies requiring or allowing Indian preference.

ESSENTIAL JOB FUNCTIONS include, but are not limited to, the following.

1. Manages and maintains an accurate tracking system for PRC dental invoices, purchase orders, and other areas requiring follow-up.
2. Maintains strict confidentiality regarding protected health and personal information as required by HIPAA.
3. Assists with PRC data entry into Athena or other applications as required for funding and financial recordkeeping.
4. Provides support and backup to the Business Office Coordinator.
5. Assists and coordinates mileage reimbursement with the Business Office Coordinator as requested and tracks, prepares and closes purchase orders.
6. Assists and coordinates monthly Medicare reimbursement checks and assures the checks are sent out in a timely manner. Serves as the point of contact for questions related to mileage and medicare reimbursement checks.
7. Tracks and follows up with vendors regarding outstanding purchase orders or a monthly basis.

8. Addresses tribal members and vendors regarding PRC policies/procedures, eligibility determination, referral process, payment for services, reimbursement for services and other related issues.
9. Assists Business Office Coordinator on processing and re-pricing third party claims as needed in accordance with PITU policies.
10. Files vendor and patient claims in patient charts on a regular basis.
11. Works as part of a team by participating in meetings as needed and other activities that promote efficient and effective communication between team members.
12. Date stamps, sorts and routes all mail received on a daily basis.
13. Provides back-up Health Center Receptionist coverage as needed.
14. Performs other general administrative and office duties as assigned.

GENERAL REQUIREMENTS

- Must possess a valid driver license.
- Must be insurable through the tribe's auto insurance.
- Must pass a background investigation.
- Must pass an alcohol and drug screening.
- The Tribe reserves the right to require an applicant to submit to and pass a physical examination prior to or contemporaneous with hiring. Refusal to submit to a physical examination may deem an applicant ineligible for the position.

QUALIFICATIONS

Education and Experience:

- High School diploma, equivalent GED or higher.
Experience entering electronic medical billing or medical records.
- Demonstrated knowledge of medical terminology, anatomy and physiology.
- Basic knowledge of medical procedures and disease stages/processes.
- Experience or knowledge of federal regulations governing purchase referred care operating procedures preferred.

Necessary Knowledge, Skills and Abilities:

- Ability to maintain a high level of confidentiality.
- Knowledge of availability, eligibility requirements, and utilization of alternate/third party resources such as Medicaid/Medicare and private insurance.
- Knowledge of the Native American community preferred.
- Must be able to accurately and independently process billing and payment records for PRC claims.
- Must be able to work effectively with outside agencies and medical facilities to assist in the referral process.
- Must be able to effectively work with clients to obtain data to establish eligibility, enter documentation and maintain current client files.
- MUST have the ability to maintain and enforce patient confidentiality at all times and ensure strict adherence to HIPAA guidelines throughout the PRC program.
- Ability to analyze documents and evaluate clients' situations, reach sound conclusions and make appropriate decisions while recognizing situations that require upper management input.
- Skilled in collecting data and providing reports as requested.
- Ability to develop effective tickler files for tracking and following-up on patient, provider and other requests.

- Ability to effectively communicate and maintain positive working relationships with staff, clients, vendors, support programs, tribal administration, families of clients/patients, vendors and other agencies.
- Demonstrates good working knowledge of computers.
- Demonstrates self-motivation and ability to work independently.
- Demonstrates ability to deal with co-workers, clients and vendors in a friendly professional manner.
- Ability to multi-task, establish priorities, and meet deadlines.
- Ability to communicate clearly, concisely and effectively both written and orally.
- Ability to learn assigned tasks and adhere to prescribed department policies and procedures.
- Ability to maintain organization in a changing environment and work under pressure.
- Demonstrates respect for and awareness of Native American customs and traditions.
- Ability to deal with people in a manner that shows cultural sensitivity, tact and professionalism.
- Ability to make independent judgments which has minor impact on the department.
- Demonstrates respect for and awareness of Native American customs, traditions and socioeconomic needs. Demonstrates ability to establish and maintain an effective filing and records management system.
- Skill in maintaining record confidentiality in accordance with the Privacy Act of 1974, Freedom of Information Act and other pertinent federal regulations.
- Skill in operation of listed tools and equipment.

Personal Characteristics:

- Punctual
- Dependable
- Professional appearance (business casual dress)
- Organized

LICENSING AND REGULATION

None

TOOLS AND EQUIPMENT USED

Computer, telephone, copy machine, fax machine, printer, scanner and shredder.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit, talk, walk, hear and use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds and drive a motor vehicle. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work is performed primarily in an office setting. The noise level in the work environment is mild to moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.