



# 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:** May 1, 2018

**OPENS:** May 2, 2018 (Employees & Tribal Members/Native Americans Only)

**CLOSES:** May 16, 2018

## **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.

**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 on 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, maintain and provide proof of a valid Utah Driver License.

- Must be insurable through the Tribe's vehicle insurance.
- Must pass a criminal background check.
- Must be able to pass an alcohol/drug screening.

## **MINIMUM QUALIFICATIONS**

### *Education and Experience:*

- High School diploma, equivalent GED or higher.
- One year experience entering electronic medical billing or medical records.

### *Necessary Knowledge, Skills and Abilities:*

- Basic knowledge of medical procedures and disease stages/processes.
- Experience or knowledge of federal regulations governing purchase referred care operating procedures preferred.
- Demonstrated knowledge of medical terminology, anatomy and physiology.
- Ability to establish and maintain effective working relationships with all levels of the organization and community.
- Ability to manage and perform with a high degree of autonomy, organization, and adaptability.
- Must be able to demonstrate respect for and awareness of Native American customs, traditions and socioeconomic needs.
- Must have excellent oral and written communication skills, including public speaking with large and small groups of different managerial, socioeconomic, cultural, ethnic and educational backgrounds.
- Must be willing to travel as needed.

*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 Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended.*

*The Paiute Indian Tribe of Utah complies with the Drug-Free Workplace Policy of 1988, which includes pre-employment drug testing and random drug testing once employed.*

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.