



MI'KMAQ NATION POSITION DESCRIPTION

TITLE: Purchased Referred Care (PRC) Technician

CLASSIFICATION: Part-Time/Non-Salaried/Hourly

IMMEDIATE SUPERVISOR: Patient Resources and Health Information Director

NOTE: The following includes data on essential functions, as well as physical, mental, academic, and experiential requirements for the position defined herein. This Position Description is meant to serve interviewers, applicants, directors, and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility as described herein.

SUMMARY OF POSITION: The Purchased Referred Care (PRC) Technician (hereinafter, the PRC Tech) is responsible for the provision of payment for referred (off-site, contracted) healthcare services rendered to eligible tribal-member enrollees of the Micmac Family Clinic. The PRC tech will perform to following duties: assisting with front desk coverage, record retrieval and scanning of PRC documents, mailing checks and completing manual payment in RPMS, research pended claims for additional information needed for payment, repricing claims in Encoder pro system, cleaning the coding queue for PRC visits, and filing of PRC POs/claims in chronological order.

EDUCATION (AND PERTINENT EXPERIENCE): High School Diploma or GED with preference for an Associate's Degree in a related field (ex. Medical Office Assistant) and/or at least two (2) years' experience working in office administration.

LICENSES OR CERTIFICATION: Possess a valid driver's license.

SKILLS/KNOWLEDGE/ABILITIES REQUIRED: Basic computer skills. Accounting and bookkeeping experience. Understanding of basic medical terminology and procedures. Excellent communication (both written and oral) and organizational skills. Ability to deal effectively with people and be sensitive to the needs of the people.

WORKING ENVIRONMENT: Regular office environment, primarily on-site. Must be willing to travel throughout Aroostook County utilizing any agency vehicles available or personal vehicle. Will also travel throughout the State of Maine and out-of-state. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

FUNCTIONS/TASKS:

1. Assisting with coverage of the front desk to, include patient registration, scheduling, and answering phones.
2. Copying and mailing provider/vendor checks weekly to include manual payment of the claim(s) in our RPMS system.

3. Screening all open POs for any cancelled claims weekly.
4. Research and follow up with vendors on outstanding pended claims for EOBs.
5. Repricing claims using Encoder pro system.
6. Retrieves and compiles medical records data as they pertain to PRC.
7. Cleaning the coding queue for PRC visits.
8. Scanning of PRC records into patient charts.
9. Filing paid PRC POs/claims in chronological order.
10. Ensures that all MN and IHS reporting requirements, relative to assigned duties, occur on a timely basis.
11. Maintains strict adherence to all MN Personnel Policies.
12. Reviews and adheres to the Privacy Act and HIPPA rules and regulations. Monitors and enforces compliance of staff with all applicable rules and regulations governing the privacy and confidentiality of patients, Health Department, and IHS data and information.
13. Attends all required trainings and assigned meetings.
14. Reports to work, meetings, trainings, and scheduled appointments on time.
15. Consents to a State of Maine Criminal Background and DHHS checks and have no significant findings.
16. Reviews, signs, and adheres to the Privacy Act of 1974 and Confidentiality Statement.
17. Reports to the Business Office Manager, of significant findings in relation to health matters that come to his/her attention during the performance of official duties.
30. Carries out additional duties as assigned by the Business Office Manager.

NOTICE: This Position Description in no way implies that the responsibilities and tasks are the only responsibilities and tasks performed by the Purchased Referred Care Technician occupying this position. S/he will be required to follow any other instructions necessary to perform any job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills, and/or abilities to qualify for this position. To perform the scope of work, duties, and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skills.

All employment decisions, including promotions, transfers, and others, are based on meeting all requirements herein, on tribal need, the employee being in good standing (including the lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat of significant risk of health and safety of themselves and/or others.

Only individuals with proof of complete COVID-19 vaccination will be considered for hire.

The closing date for this position is **JUNE 6, 2023** Submit a completed application package, including a cover letter, resume, an application, and copies of certificates/licenses/degrees stated *in your application*. Go to www.micmac-nsn.gov to find the job description and job application, or call Cheryl Smart at 764-1972 to have an application mailed. This position is subject to FBI, DHHS, and State of Maine background checks.

Please send the completed Job Application to the following address or email:

Cheryl Smart
Attn: Human Resource Assistant
Mi'kmaq Nation
7 Northern Road, Presque Isle, ME 04769
csmart@micmac-nsn.gov

The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with 25 USC 472, 472 (a) and P.L. 93-638 and is an Equal Opportunity and service provider