



MI'KMAQ NATION JOB ANNOUNCEMENT



TITLE: Purchased Referred Care (PRC) Technician

CLASSIFICATION: Full-Time/Non-Salaried/Hourly

IMMEDIATE SUPERVISOR: Business Office Manager

SUMMARY OF POSITION: The Purchased Referred Care (PRC) Technician is responsible for the provision of payment for referred (offsite, contracted) healthcare services rendered to eligible tribal-member enrollees of the Micmac Family Clinic. The PRC Tech works cooperatively with offsite healthcare providers to deliver seamless, comprehensive healthcare services for the members of the MN community. The PRC tech will research claims and enter purchase orders, reprice claims using Encoder Pro, authorize payment for pharmacy services, perform record retrieval and scan PRC documents, mail checks, and complete payment in RPMS, research aged purchase orders, and initiate follow-up for documentation needed to finalize payment.

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: Knowledge of the clerical and administrative programs to coordinate work with offices, process requests and administrative actions, and advises others on the required information. Knowledge of spelling, grammar, and the ability to edit any written documents. Proficient in MS programs. Ability to work within budgets and maintain fiscal entries. Assist with timekeeping as needed.

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

The closing date for this position is MARCH 29, 2024. 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:

Beth Diamond
Attn: Human Resource Assistant
Mi'kmaq Nation
7 Northern Road, Presque Isle, ME 04769
bdiamond@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.