

MI'KMAQ NATION JOB ANNOUNCEMENT

TITLE: Purchased Referred Care (PRC) Technician
CLASSIFICATION: Full-Time/Non-Salaried/Hourly
IMMEDIATE SUPERVISOR: Business Office Manager
SALARY RANGE: \$16.00 TO \$23.00

SUMMARY OF POSITION: The Purchased Referred Care (PRC) Technician (hereinafter, the PRC Tech) 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 off-site 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 a 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.

FUNCTIONS/TASKS:

1. I. Ensures proper adherence to regulations and policies that apply to the PRC program, including its Purchase Order (PO) system of payment for off-site referred health care services. Ensures that all obligations made, by both the PRC program, and the affected healthcare provider, are in accordance with these regulations and policies.
2. Authorizes payment for off-site health provider services, only after receipt, and thorough examination of, required medical documentation furnished by off-site providers, post visits. Ensures that payment is made to medical providers within thirty (30) days. Maintains a record of these payments.

If you are interested in applying for this position, you must submit a completed job application. A completed application includes copies of certificates/licenses/degrees stated in your application, a cover letter and a resume, *and* 3 professional references from current or past employers (within 3 years).

A complete Job Description and an Application can be accessed online at www.micmac-nsn.gov under Job Opportunities, or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

CLOSING DATE: April 18, 2024

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

Attn: Human Resource

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 under Public Law 93-638 and is an Equal Opportunity and Service Provider.