



## MI'KMAQ NATION

### POSITION DESCRIPTION

**TITLE: Purchased Referred Care (PRC) Supervisor**

**CLASSIFICATION:** Full-Time/Salaried/Hourly

**SALARY RANGE:** \$26.00 TO \$36.00

**IMMEDIATE SUPERVISOR:** Health 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) Supervisor (hereinafter, the PRC Supervisor) is responsible for the oversight of the provision of payment for referred (off-site, contracted) healthcare services rendered to eligible tribal-member enrollees of the Mi'kmaq Nation Health Department. The PRC Supervisor works cooperatively with off-site health care providers to deliver seamless, comprehensive healthcare services for the members of the Mi'kmaq community. The PRC Supervisor will provide oversight and direction to subordinate PRC staff with regard to researching claims and entering purchase orders, repricing claims, authorizing payment for pharmacy services, performing record retrieval and scanning PRC documents, mailing checks, and completing payment in RPMS, researching aged purchase orders, and initiating 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 or 6 months to obtain.

**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. 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. Assures oversight of staff with authorization for payment for off-site health provider services, only after receipt and thorough examination of required medical documentation furnished by off-site providers, post-visit. Ensures that payment is made to medical providers within thirty (30) days. Assures proper maintenance for record of these payments.
3. Recruiting and hiring of PRC staff, to include creation of a PRC training manual for all new PRC staff.
4. Oversees all trainings for PRC staff to include planning, directing, and coordinating of PRC-related activities.
5. Creates and updates all policies and procedures for the PRC department.
6. Review and approval of pharmacy invoices and creation of special local obligations (SLOs).
7. Performing the final review of all claims for completeness of ICD-10/CPT/ADA codes with accompanying explanation of benefits (EOB).

8. Follows up with PRC staff on all open aged Purchase Orders sent to medical providers that are not returned within three (3) months, to include claims missing codes or EOBs, with findings submitted monthly to the Director.
9. Processes all payments by entry into the Microix system with correct coding structure.
10. Maintain weekly spending plan to assure we are in compliance with available funds.
11. Assure CHEF cases are worked and completed in a timely manner for program reimbursement.
12. Work with new vendors to establish a relationship and negotiate payment rates using the Letter of Agreement (LOA).
13. Completes monthly PRC audit report on each staff member with submission of findings to the Director.
14. Working with the Director to develop an annual PRC budget.
15. Ensures that all Mi'kmaq Nation Health Department and IHS reporting requirements, relative to assigned duties, occur on a timely basis.
16. Maintains strict adherence to all Mi'kmaq Nation Personnel Policies.
17. 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, Mi'kmaq Nation Health Department, and IHS data and information.
18. Attends all required trainings and assigned meetings.
19. Reports to work, meetings, trainings, and scheduled appointments on time.
20. Consents to a State of Maine Criminal Background and DHHS checks and have no significant findings.
21. Reviews, signs, and adheres to the Privacy Act of 1974, and Confidentiality Statement.
22. Reports to the Director, 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 Director.

**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 Supervisor 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.

***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.***