



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
slthr@spiritlakenation.com

**Job Title:**

**Medical Support Assistant**

**Open Date**

**May 5, 2017**

**Position Objective: This position is within the Purchased Referred Care (PRC) Department located within the Spirit Lake Health Center, Ft. Totten, ND. The purpose of this position is to provide technical, administrative and clerical support to the PRC department.**

### **Major Duties & Responsibilities**

- Determines patient eligibility for care under the RPC program. Applies PRC rules and regulations on PRC delivery areas, geographical facility proximity, tribal membership and residence.
- Works under the supervision and direction of the Supervisory Health System Specialist who assigns work in a general manner. The employee executes routine assignments with a considerable degree of independence. Most work is reviewed periodically for conformance to established policy and procedure.
- Contacts vendors as necessary to obtain information on admissions, diagnosis, and length of stay, fees and charges. Prepares medical, hospital, unmet surgery, optometry and otitis media authorization forms from physician referral notes, billings submitted and/or estimates of fees and costs.
- Initiates medical authorizations to include hospitalization and professional fees for eligible Indian patients. Maintains denial correspondence files assuring that all appropriate documentation is included in file.
- Contacts state agencies and other outside organizations to determine medical eligibility within the jurisdiction. Cross compares proposed authorizations with sources prior to obligating funds for contract health services
- Provides PRC orientation to health service vendors, and recipients, as well as service unit personnel, to ensure that they possess a good understanding of the program methods, policies, procedures and regulations.
- Conducts on-site patient interviews to establish eligibility and completes and maintains application for medical care. Verifies records of residence for application by addressing inquiries to a variety of sources.
- Reviews incoming invoices to determine if authorizations have been issued and if not, incumbent researches and takes appropriate action.
- Reviews FI "pend" lists and follows up on requirements for service unit action.
- Answers telephone and written inquiries regarding eligibility requirements, payments, outstanding charges, and other questions concerning the CHS Program. Maintains strict confidentiality in responding to inquiries. Prepares routine correspondence and compiles information for periodic special reports.

- Maintains appropriate files and performs other clerical support work as required.
- Performs other related duties as assigned.

**Qualifications, Experience and education required:**

- High school diploma or equivalent and one (1) year of administrative office support experience sufficient to understand the major duties of the position, and to be able to answer questions and resolve problems. Experience in a clinic setting is preferred.
- Knowledge of PRC guidelines.
- Knowledge of PRC Funding and basic record maintenance.
- Understanding of ICD 10-CM and ability to do CPT coding work to appropriate documents.
- Must successfully pass a criminal and background check.
- Must successfully pass a pre-employment drug screen.

<b>Job Role:</b>	Medical Support Assistant	<b>Company Industry:</b>	Spirit Lake Tribe
		<b>Closing Date:</b>	May 19, 2017
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	Department Supervisor
<b>Monthly Salary Range:</b>	DOQ	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	1		

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Department	<b>Email:</b>	slthr@spiritlakenation.com
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-766-1203 or 701-766-1215	<b>Fax:</b>	701-766-1272

<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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