



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

Job Title:

Benefits Coordinator

Open Date:

January 16, 2018

Position Objective: This position is responsible for advocating for patients in the effective utilization of alternate resources and ensure that all patients who are eligible for alternate resources are identified, contacted and encouraged to apply for and maintain eligibility for available benefits.

Major Duties & Responsibilities

- Determine eligibility of patients and ensure maximal identification of patients who have or are eligible for alternate resources by effectively implementing screening and interview methods.
- Work closely with all facility staff in identification and proper utilization of all alternate resources available to all patients.
- Develop and maintain a network of contacts in local, state and federal agencies to better assist patients in developing other resources, including all agencies and organizations that provide alternate resources for health care.
- Follow up on all pending eligibility claims and work closely with families and agencies to see that patients are not discriminated against because of their dual role as a citizen and as a Tribal Health/IHS recipient.
- Works closely with medical staff to obtain pre-authorization for services.
- Document all encounters and work activities on finding/maintaining alternate resources; update patient's electronic record; provide monthly reports to supervisor.
- Continually research all alternate resources, exploring all available options for patient coverage; ensure application and information on alternative resources are readily accessible to the patients.
- Assist patients and their families with processing all applications for alternate resources. Provide interpretation of the rules and regulations from the organization supplying the benefit, as well as the rules governing Tribal/IHS services. Review with patients what is covered and how to use those services. This may require occasional travel to the patient's home to acquire documentation or to interview the patient for additional information.
- Serves as back up for Patient Registration and other position as directed.
- Must comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA) and the Privacy Act of 1974.
- Performs related duties.

Qualifications, Experience and education required:

- High school diploma or equivalent, and one (1) year of experience in the occupational field, sufficient to understand the major duties of the position.
- Knowledge of and ability to apply alternate resources regulations

- Knowledge of various third-party payers, applications processes, and eligibility requirements.
- Knowledge of computers and job-related software programs and office equipment.
- Knowledge of customer service principles.
- Ability to work with personal computer and utilize a variety of software applications.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to effectively meet and communicate with the public.
- Ability to organize the multiple demands of the job.
- Ability to drive a motor vehicle in adverse weather conditions.
- Skill in providing exceptional customer service.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in the maintenance of files and records.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.
- Possession of or ability to readily obtain a valid driver's license issued by the State of North Dakota with a clean driving record.
- Must successfully pass a criminal and background check and a pre-employment drug screen.

Job Role:	Business office	Company Industry:	Spirit Lake Tribe
Employment Status:	Full- time	Closing Date:	January 30, 2018
Monthly Salary Range:	DOQ	Supervision	Department Supervisor
Number of Vacancies:	1	Manages Others:	No
Please Send Application to:			
Name:	Spirit Lake Human Resource Department	Email:	slthr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	Fax:	701-766-1272
Application Procedure	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.		