

**NORTHERN CHEYENNE TRIBE
BOARD OF HEALTH
JOB ADVERTISEMENT
2016#3**

POSITION: Medical Resource Technician

SALARY: \$13.00 - \$15.00 p.h.

DEPARTMENT: Community Health

ACCOUNTABLE TO: Medical Resource Officer

OPENING DATE: March 14, 2017

CLOSING DATE: March 21, 2017

How To Apply: Submit a completed application, **RESUME**, (3) current (within 1 year) letters of reference, copies of certifications, (if claiming Indian Preference) a Tribal Certification or a Tribal I.D. and (if claiming Veteran Preference) a DD214 and a Current Valid Montana Driver's License to the Northern Cheyenne Tribe, Attn: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

SUMMARY OF WORK:

To **assist** referred and identified patients/clients to seek alternate medical resources.

JOB REQUIREMENTS:

Nature of Work: This position **performs** duties in an office setting and in the community on and off the reservation. **Works** with sensitive client information and must maintain confidentiality. **May require** working outside of normal work hours.

Personal Contacts: Daily contact with clients in the office and in the community. Frequent contact with other programs Indian Health Service, outside agencies, referring agencies, private providers, Social Security, and physical therapy clients.

Supervision Received: Follows written policies and procedures. Receives daily supervision from supervisor.

Essential Functions: Position **requires** the ability to deal with stressful situations, assist handicapped and elderly clients. This position **requires** the ability to communicate effectively both orally and in writing, to develop and maintain a good working relationship with other programs. Hand out applications and make home visits to answer any client questions or direct them to the appropriate resources.

AREAS OF JOB ACCOUNTABILITY:

- **Schedules** office visits, VSD with Social Security, appointments and conference calls with clients.
- **Communicates** with referring agencies to collect patience data and exchange medical information.
- Become knowledgeable of the HIPPA, Privacy Act, Freedom of Information Act, and Release of Information.
- **Determines** eligibility status in reference to alternate resources. Performs identification, consultation and eligibility determination activities.
- **Contacts** various agencies/offices to aid the patient in applying for alternate health resources, resolving problems and completing application process.
- Stays current on all local, state, and federal guidelines regarding eligibility requirements. Forms such as Medicare, Medicaid and other available health resource programs.
- **Prepares** necessary documentation for clients medical assessments for Supplemental Security Insurance (SSI) and Social Security Disability Insurance (SSDI)
- **Counsels** patients on the agencies requirements and assist in developing a plan when needed. **Explains** the individuals' right to appeal and helps the patient to assess the factors relation to success in appealing decisions.
- **Attends** regular program meetings, client related meetings as requested and required.
- **Documents** all contacts on the Daily Contact sheet and reports in the RPMS Benefits Coordination section.
- **Check** on referrals from Contract Health Care and Doctor's, Patient Census and Resource Management Team meeting notes: Also mail out referral letters when needed.
- **Transports** patients to Disability Determination Services Medical Examiner appointments when needed.
- Other duties as assigned.

JOB REQUIREMENTS:

Knowledge: This position **requires** knowledge of computer literacy, medical terminology, Privacy and Freedom of Information Acts, legislative amendments, Workman's Compensation, Social Security, CHIP, Medicaid and Medicare policies and regulations.

Skills: This position **requires** skills in the use of computers and software utilization. This position **requires** skills in interpersonal communication dealing with clients and outside agencies. This position requires the use of various office equipment i.e. fax, copy machine, printer.

Abilities: This position **requires** the ability to: Communicate effectively orally and in writing, follow verbal and written instructions: maintain confidentiality; handle stressful situations, understand policies and procedures work independently, organize medical information for supervisor review of client information, interpret and implement specific protocols, maintain effective working relationships with fellow employees, supervisors and the public.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

- Performs assigned duties.
- Demonstrates ability to meet deadlines.
- Demonstrates ability to handle stressful situations.
- Maintains accurate and timely records.
- Familiar with manuals and policies.
- Maintains calendar and appointments for clients and staff.
- Utilizes computer systems.
- Maintains office supplies and fills out requisition orders.
- Demonstrates ability to act independently and initiate action following general guidelines, policies, and procedures.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with public.
- Observes work hours.
- Adheres to standards of confidentiality.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Able to make home visits.
- **Must** have a current valid Montana Driver's License.
- **Must** obtain within 3 months, Certified Application Counselor Certificate.
- HIPPA Certified.

EDUCATION AND EXPERIENCE:

The above knowledge skills and abilities are typically acquired through a combination of education and experience equivalent to:

- **Associates of Arts degree** or a minimum of **1** year experience in Social Security processes, retirement benefits, disability benefits, and survivor's benefits and **2** years' experience assisting clients apply for and obtain Medicaid.
- **Knowledge** of medical terminology **required**.
- General experience in the overview and process of Social Security and Medicaid.