

**NORTHERN CHEYENNE TRIBE  
TRIBAL BOARD OF HEALTH  
POSITION DESCRIPTION  
2018**

**POSITION:** Tribal Premium Sponsorship Program (TPSP) Finance Officer

**SALARY:** \$23.00 - \$25.02 per hour

**DEPARTMENT:** Northern Cheyenne Tribal Board of Health, Revenue Enhancement Office

**ACCOUNTABLE TO:** TPSP Program Manager

**CLASSIFICATION:** Regular Full-Time

**OPENING DATE: OPEN UNTIL FILLED**

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

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED**

**SUMMARY OF WORK:**

This position is responsible for the financial and budgetary planning and implementation of the Tribal Premium Sponsorship Program to improve access to medically-necessary health care services and maximize revenue streams for the Northern Cheyenne Tribal Board of Health. The successful candidate will possess a strong skill-set in the following areas: financial management, billing process and compliance of Medicare, Medicaid and Private insurance; Accounts Receivable management; Aged Accounts Receivable; integration and assurance of an efficient system of timely billing and collection that are received from health care resources; manage, evaluate, plan, and implement policies that pertain to the operation of the Revenue Enhancement Office.

**JOB CHARACTERISTICS:**

Nature of Work: This position works closely with the Director of Revenue Enhancement and TPSP Program Manager in the planning, organizing, directing and controlling functions for Revenue Generation.

Personal Contact: Will work directly with the Tribal Board of Health, Tribal Administration, community members, State and Federal health care organizations and payer sources clinicians and administrators of Indian Health Service (IHS).

Supervision Received: General Supervision by TPSP Program Manager and Director of Revenue Enhancement. Follow written policies and procedures and State/Federal regulations and guidelines.

Essential Functions: Management of billing work-flow process for Medicare, Medicaid and private insurance; patient intake process; A/R management; and managed care contracts.

#### **AREAS OF JOB ACCOUNTABILITY:**

- Must have the knowledge that pertains to the revenue enhancement functions and A/R functions.
- This position requires the ability to communicate both orally and in writing, follow verbal and written instructions, be self-motivated and well organized, maintain good working relationships with fellow employees, supervisors and the public.
- Must comply with Policies and Procedures of the Northern Cheyenne Tribal Board of Health Department.
- Must have the ability to maintain effective working relations with staff, colleagues, and other key stakeholders inside and outside the organization.
- Must be able to handle conflict resolution with good judgment, professionalism and courtesy.
- Continually seeks to improve revenue stream components within the NC Tribal Board of Health programs.
- Must be knowledgeable with all revenue components for programs at the Northern Cheyenne Tribal Board of Health

#### **DUTIES AND RESPONSIBILITIES:**

1. Responsible for the planning, development, organization, and implementation of the Tribal Premium Sponsorship Office.
2. Develop and implements, evaluates and maintains the fiscal activities as they impact the Tribal Premium Sponsorship and Revenue Enhancement Office.
3. Oversee the integration of information for revenue generation.
4. Reconciles patient volume and registration data to help in optimizing revenue generation.
5. Knowledge of the Affordable Care Act, Tribal Premium Sponsorship Programs, and the Federally Facilitated Exchange.
6. Other Duties as assigned by Supervisor.
7. Knowledge of and ability to forecast changes and shifts in the healthcare industry.

#### **JOB REQUIREMENTS:**

Knowledge: This position requires knowledge with the Tribal Premium Sponsorship Program and Revenue Enhancement, Medicare & Medicaid, Affordable Care Act, overall revenue management of the Northern Cheyenne Tribal Board of Health. Have knowledge of HIPAA compliance and confidentiality.

Skills: This position requires knowledge of developing budgets, budget reports and purchasing health care insurance for Tribal members through the Federally Facilitated Exchange.

Abilities: Must have analytical skill with third party revenue generation. Must have good communication, verbal, and in writing. Reports budget to the administration.

**EDUCATION:**

- A minimum, a Bachelor's Degree from an accredited college or university.
- Three years' experience working in the field of tribal health care administration or tribal finance administration.

**JOB PERFORMANCE STANDARDS:**

- Will provide ongoing personal growth through education and/or training.
- Develop a plan for own personal growth.
- Maintain a high level of competency within staff.
- Maintains functional awareness of changes being made within healthcare industry in regard to federal regulations.
- Must have knowledge of The Affordable Care Act.
- Accurately accounts for all revenue generation.