

NORTHERN CHEYENNE TRIBE
TRIBAL HEALTH PROGRAMS

POSITION: Medical Resource Coordinator

DEPARTMENT: Community Health

ACCOUNTABLE TO: Director of Public Health Nursing

CLASSIFICATION: Regular Fulltime, Covered, Non-Exempt

OPENING DATE: July 11, 2024

CLOSING DATE: July 24, 2024 at 4PM

How To Apply: Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lama Deer, Mt. 59043

Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lama Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
(applicant will be notified of any missing documents)

SUMMARY OF WORK: To assist referred and identified patients/clients to seek alternate medical resources.

JOB CHARACTERISTICS:

Nature of work: This position performs duties in an office setting and is required to make home visits and travel to appointments. Work with sensitive information and maintains confidentiality. Position may require working outside of normal work hours.

Personal Contacts: Work directly with patients in order for them to receive timely services. Contact with I.H.S.-C.H.S. staff, tribal programs, referring agency's, private physicians, hospital staff and clinics.

Supervision Received: Follows written policies and procedures. Minimal supervision from supervisor. Reports to Director of Public Health Nursing.

Essential Functions: Position the ability to cope with difficult situations.

AREAS OF JOB ACCOUNTABILITY

- Assists with coordinating medical transportation with participating physicians, clinics and hospitals necessary for medical or psychological evaluations.
- Prepares necessary documentation for clients medical assessments for Social Security Insurance (SSI).
- Communicates with referring agencies to collect patient data and exchange medical information. Monitor HIPPA, Privacy Act and Freedom of Information Act.
- 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 health resources, resolving problems and completing application process.
- Counsels patients on the agencies requirements and assists in developing a plan when needed. Explains the individuals right to appeal and helps the patient to assess the factors relating to success in appealing decisions.
- Develops and maintains a system of receiving and responding to referrals from the Service Unit Resource Management Committee and the Tribal Health Program.
- Stays abreast of changes in local, state and federal regulations regarding eligibility for Medicare, Medicaid, CHIP, Veterans Administration and other available health resource programs.
- Attends hearings with clients and presents medical evidence when requested by client.
- Assists the Indian Health Service in providing clinical and other health related information. Processes and completes forms to assure the patient meets SSI qualifications and to insure availability of Indian Health Service CHC funds.
- Attends regular staff meetings, other meetings when required and regular Indian Health Service CHC meetings.
- Submits regular monthly reports and addresses problems to supervisor.
- Documents all patient/client contacts on the Indian Health Service PCC form, RPMS and EHR system.
- Performs other related duties as required.

JOB REQUIREMENTS:

Knowledge: This position requires a knowledge of HIPPA Laws, medical terminology, Privacy and Freedom of Information Act, legislative decisions and changes, Workman's Compensation, Medicaid and Medicare regulations.

Skills: This position requires skills in interpersonal communication and coping with difficult stressful situations. This position requires skills in using computer equipment, writing and documenting information.

Abilities: This position requires the ability to; communicate effectively orally and in writing; follow verbal and written instructions; maintain confidentiality handle stress; research; document and present medical evidence competently; establish effective working relationship with fellow employees, supervisors and the public.

JOB PERFORMANCE

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties.

- Assist patient/clients in a timely matter.
- Address and respond to referrals from CHC office, hospital and other medical providers.
- Arrange medical transportation for patients/clients in a timely manner.
- Notifies people turning 62 or 65 and provides information to clients on health benefits and resources.
- Establish and maintain effective communication with clients, I.H.S.-C.H.C. staff and other medical facilities.
- Documents appropriate client information in an orderly, timely manner.
- General experience in the overview of SSA and SSF process.
- Develops and maintains a system of receiving and responding to referrals from the Service Unit Resource Management Committee and the Tribal Health Program.
- Stays abreast of changes in local, state and federal regulations regarding eligibility for Medicare, Medicaid, CHIP, Veterans Administration and other available health resource programs.
- Attends hearings with clients and presents medical evidence when requested by client.
- Assists the Indian Health Service in providing clinical and other health related information. Processes and completes forms to assure the patient meets SSI qualifications and to insure availability of Indian Health Service CHC funds.
- Attends regular staff meetings, other meetings when required and regular Indian Health Service CHC meetings.
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- Performs other related duties as required.

EDUCATION AND EXPERIENCE:

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

- High School Diploma or equivalent
- College course work in Business Administration or related field preferred.
- Knowledge of medical terminology and computers.
- Knowledge and experience in Social Security processes, Retirement benefits, Disability benefits, Survivor benefits, Medicare, Medicaid and CHIP regulations
- General experience in the overview of SSA and SSF process.

PREFERNCE IN HIRING:

In accordance with the hiring preference policy of the Northern Cheyenne Tribe, first preference in hiring for this position will be given to qualified enrolled members of the Northern Cheyenne Tribe. (Attachment of Tribal Identification or Enrollment Certification must be provided)