



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11404 Moorage Way
La Conner, WA 98257
Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	YES
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	NO

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: PATIENT REGISTRATION BUSINESS OFFICE II

DEPARTMENT: HEALTH

POSITION SUMMARY:

Under the supervision of the Patient Registration Business Office Supervisor, and Health Programs Manager, completes essential duties of Patient Registration Business Office; Process Health Claims for – Medical, Mental health, Wellness, Dental and Chemical Dependency. Due to the nature of this position, one must be HIPAA compliant.

SUPERVISED BY: PROGRAMS MANAGER

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Must be HIPAA compliant (confidentiality)
- Cross Trained to Prepare, and submit Health Claims for Chemical Dependency, Behavioral Health, Medical, and Wellness.
- Cross Trained for the Medical Front Desk Receptionist
- Downloads Electronical Funds Transfers (EFT)
- Account Receivable for Medical, Dental , Wellness (SUD), Behavioral Health
- Complete Data Entry / denials on EFT and re-billing
- Electronically File patient documents

- Patient Registration Audits
- Plan and Provide assistance to patient(s) to obtain necessary documents to determine eligibility
- Assist patients and other individuals with applying for Alternate Resources
- Demonstrates positive interpersonal relations skills in dealing with other staff and community members
- Demonstrates conflict management and resolution skills as they apply to your peers and community members
- Attendance at mandatory at approved training
- Demonstrates ability to work in a Team Environment
- Demonstrates ability to work independently
- Complete and file all reports in a timely manner as requested by supervisor

MINIMUM QUALIFICATIONS

- Experience with processing Healthcare Claims for 1 year
- Must have, and maintain a valid Washington State Drivers' License
- Must be able to successfully pass a Drug/Alcohol test, and a background check.
- Must have the ability to communicate effectively both orally and in writing
- Must possess strong computer skills (Microsoft Word, Microsoft Excel and customer database systems)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Excellent oral and written communication skills.
- Requisite experience with procurement, use, and management of office equipment and computers.
- Experience with Electronic Medical Record
- Experience with the Microsoft Office Suite
- Experience in established effective working relationships with diverse groups and individuals.
- Must be respectful of patients, colleagues , and outside vendors
- Must be self-motivated

- Culturally Competent

WORK ENVIRONMENT AND TIME COMMITMENT

1. Work schedule is 40 hours per week. This is a full-time position.
2. Tasks are performed mostly indoors in both a clinical setting and an office environment.
3. Considerable time may be spent at a computer work station in the performance of administrative tasks.
4. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of health programs_manager is considered an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____ Date: _____

Supervisor: _____ Date: _____