



SUSANVILLE INDIAN RANCHERIA
Lassen Indian Health Center
795 Joaquin Street
Susanville, CA 96130

POSITION ANNOUNCEMENT

POSITION: Health Benefits Coordinator
DATE OF ANNOUNCEMENT: July 19, 2016
CLOSING DATE: August 1, 2016
SALARY: \$14.00- \$16.00
HOURS: Full- Time

GENERAL STATEMENT OF RESPONSIBILITY:

The Health Benefits Coordinator is responsible for updating and ensuring the accuracy of all patient information in RPMS. This position will complete all coding auditing functions for the Billing Department. In addition, will perform all necessary duties to ensure that Medicare Part D Plans are assigned to beneficiaries and that they are the appropriate plane for each individual patient's needs.

SPECIFIC RESPONSIBILITIES:

1. Responsible for updating all patient medical records by obtaining necessary information (checking eligibility, insurance coverage, updating addresses or any other basic registration information); updating information on RPMS System and providing copies of patient information for medical chart, Contract Health Services and the Billing Department.
2. Communicates with all elders and other beneficiaries who are eligible for Medicare Part D and schedules appointments with them to review their plans and assists them in obtaining the appropriate plan to meet their needs. Keeps up-to-date with regulation changes and notices.
3. Communicates effectively and in a business-like manner with the providers and patients to ensure that patient care and confidentiality are maintained.
4. Serves as back-up to the Front Office when needed and performs all duties necessary to maintain the efficient operations of the business office.
5. Other duties as assigned.

QUALIFICATIONS:

1. Must possess High School Diploma or GED equivalent.
2. RPMS, computer and data entry experience required with minimum speed of 40 wpm.

3. Expert experience in coding and ability to use ICD9-CM, CPT Expert, and HCPCS Level II Coding Books.
4. Knowledge of Medi-Cal, Medicare, Medicare Part D, and private insurances.
5. Excellent customer service skills, oral and written communication skills.
6. Must have complete understanding of the Privacy Act and HIPAA.
7. Ability to comprehend and implement policies, procedures and regulations and explain them to patients and co-workers in a professional manner.
8. Must have the ability to be at work by 7:30 a.m. and be consistently punctual in order to prepare the front office for patients arrival at 8:00 a.m..
9. Ability to sit for long periods of time at computer keyboard.
10. Able to work well with Indian community.
11. Ability to follow organization's chain of command and employee performance expectations.
12. Preference will be given to Native Americans (42 CFR 36.221).