



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Purchased Referred Care Specialist

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Purchased Referred Care Specialist**
Supervisor: Quileute Finance Manager
Location: Quileute Health Center
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E

POSITION SUMMARY: The Purchased Referred Care program provides support services for eligible patients in a tribally operated healthcare facility by contracting healthcare services that would otherwise not be available. The Purchased Referred Care (PRC) Specialist shall maintain a centralized medical and dental referral system and will be responsible for coordinating all patient referrals and follow ups, working closely with the clinic providers. The PRC Specialist serves as an advocate for patients being referred for outside services and will manage the PRC program consistent with Federal regulation and Tribal policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Determine eligibility for PRC services
- Maintain communications with applicants and vendors
- Determines cases of patients that may qualify for alternate resources and /or Catastrophic Health Emergency Funds (CHEF)
- Maintain records of applicants, recipients, vendors, and payments
- Responsible to receive patient referrals and consult with the patient regarding referral as well as other providers and medical facilities
- Responsible to review third party payer status and coordinate application for insurance when indicated
- Provide prompt communication with patients and provider of claims that are not allowable or cannot be determined due to insufficient information
- Issues denial letters for care that is denied payment by the Tribe or does not meet PRC regulations.
- Coordinate weekly PRC managed care meetings
- Ensure timely payments of allowable claims
- Other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES:

- Knowledge of ICD-10 and AMA/CPT coding
- Knowledge of HIPAA, 42 CFR to insure privacy of medical records
- Ability to establish and maintain effective working relationships with patients, professional vendors, health officials, public and staff
- Ability to effectively problem solve in a multidisciplinary environment
- Knowledge of RPMS and ability to learn how to navigate system
- Ability to travel for occasional local and regional meetings and/or training.

WORK ENVIRONMENT:

Office located within health center. Frequent interaction with colleagues and patients via phone, email, face to face meetings. Potential for interaction with individuals who are not feeling well, are hypervigilant, angry to the degree express this towards the incumbent. Office located on second floor, will require use of stairs.

PHYSICAL DEMANDS:

Ability to sit for extended periods of time, frequent simultaneous use of computer and telephone, able to lift 15 pounds, ability to hear and understand those who may be soft spoken or having difficulty communicating due to health status.

SUPERVISORY RESPONSIBILITY: None

QUALIFICATIONS:**Required Qualifications:**

- High School Diploma or equivalency
- Must be capable of handling sensitive issues in an unbiased, confidential, and compassionate manner.
- Must have effective verbal and written communication skills, be able to explain complicated information in lay terms and work well with many different personalities and age groups.
- Must be reliable, punctual and possess excellent time management skills.
- Must possess good organizational skills
- Customer service oriented
- Experience in health clinic or health care setting
- Broad based knowledge of IHS and CHS programs eligibility
- Knowledge of public funded health care programs
- Strong verbal and written communication skills
- Strong Computer skills with proficiency in Microsoft Word, Excel, and Outlook; Comfort in regularly using video platforms such as Microsoft Teams and Zoom
- Must have a valid Washington State Driver's license
- Must pass a background check
- Ability to work independently and be a contributing member of the health clinic team

Preferred Qualifications:

- Bachelor's or Master's Degree in healthcare related field.
- Thorough knowledge of Indian Health Services Purchased Referred Care process and covered services.
- Understanding of the importance of timely response and follow-through when responding to patients experiencing a need for healthcare referrals.

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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