

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:

Human Resources Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:

Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

APPLY ONLINE AT:

<http://oneida-nsn.gov>

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Contract Health Specialist
POSITION NUMBER: 00140
DEPARTMENT: Business Operations
LOCATION: 525 Airport Road Oneida WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Contract Health Supervisor
SALARY: NE07 \$11.03/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: December 2, 2011
CLOSING DATE: Until Filled
Transfer Deadline: December 9, 2011
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

This position will assist in the management of the referral system for authorized indirect health services to include interviewing patients, identification and coordination of alternate resources of payment, entering referral data to computer system, adjudication of claims received, processing approved charges to supervisor for payment and approval, and general clerical duties. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Enter referral information into computer system.
2. Prepare referrals for eligible services for transmittal to indirect health care vendors for legal claim. Process vouchers to the Supervisor for authorization for payment.
3. Establish and maintain an effective filing and retrieval system.
4. Open, sort, date stamp and distribute incoming/outgoing mail.
5. Provide information to patients and vendors to include: Contract Health Standard Operating Procedures, current patient and service eligibility requirements for payment with Contract Health Funds and status of contract health payment.
6. Assist with interviewing patients to determine if claims received are authorized for payment with contract health funds; identify recipients eligibility for alternate resources, and determine if the charges are for authorized services, or approved for emergency care. Generate referral or process denial and refer to Medical Benefits Coordinators as needed/required.
7. Assist with processing denials for ineligible services to include entering denial data into the computer and preparing denials for transmittal to patients and vendors.
8. Assist in processing refunds from healthcare vendors to include identifying voucher affected, entering payment adjustment in computer, and preparing deposit slips to reimburse correct expense account.
9. Re-price Medicare-Like Claims for payment processing.
10. Assure all HIPAA requirements are adhered to in all CHS related matters.
11. Monitor all CHS referrals for potential catastrophic health emergency funds (CHEF) availability and notify supervisor.
12. Attend State and Regional Contract Health meetings to keep abreast of current guidelines and regulations.

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DUTIES AND RESPONSIBILITIES: (Cont.)

13. Contribute to a team effort and accomplishes related results as required.
14. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
15. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently stand; use hands to finger, handle, and feel; reach with hands and arms; and talk.
2. Occasionally sit, stoop, kneel, crouch, crawl and lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting.
4. Evening and/or weekend work; extended hours and irregular shifts may be required.
5. Must complete a Self Disclosing Physical Questionnaire prior to employment.
6. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of medical insurance claims procedures and documentation.
3. Knowledge of medical billing procedures.
4. Knowledge of the nature and provisions of alternative health insurance plans.
5. Knowledge of procedures and documentation of third party medical insurance payors.
6. Knowledge of Medicaid, Medicare, Social Security, Tribal and County Department of Human Services and private health insurances.
7. Knowledge of or willingness to learn the social and economic conditions in the local community and availability of resources to which a client may be referred.
8. Knowledge of ICD9 and CPT coding.
9. Knowledge of Indian Health Services rules and regulations pertaining to eligibility.
10. Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
11. Knowledge of records management and basic accounting procedures.
12. Skill in operating business computers and office machines, including word-processing, spreadsheets, database software programs and e-mail.
13. Skill in preparing and maintaining patient records.
14. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
15. Ability to represent the organization in a professional manner, building respect and confidence.
16. Ability to handle multiple tasks and meet deadlines.
17. Ability to work independently with minimal supervision.
18. Ability to gather data, compile information, and prepare reports.
19. Ability to analyze and solve problems.
20. Ability to inform and communicate verbally and in writing in diverse and challenging situations with the ability to process information effectively, identify and define problems and make objective decisions.
21. Ability to obtain Oneida Certification on reporting Child Abuse and Neglect within ninety (90) days.
22. Ability and willingness to be CPR and Red Cross First Aide Certified. Must maintain CPR and Red Cross First Aide Certification during employment.
23. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
24. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department)**
25. Must be willing and able to obtain additional education and training.
26. Must pass a pre-employment drug screening. Must adhere to the Tribe=s Drug and Alcohol Free Workplace Policy during the course of employment.
27. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.

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STANDARD QUALIFICATIONS: (Cont.)

28. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. High School Diploma, HSED Diploma or GED Certification. Applicants age 50 and older are exempt from this requirement plus one (1) year experience in third party billing with includes Medicaid, Medicare, and private insurance payments for health related services; and/or equivalent combination of education and experience.
2. Good math and spelling skills **(Must pass a math and spelling test which will be administered by the Human Resource Department.)**

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**