

Iowa Tribe of Oklahoma

Vacancy Announcement

Position: Office Manager/Contract
Health Services Coordinator

Position Number: 4517

Department: Health

Location: Perkins Family Clinic

Issuing Date: February 2, 2010

Closing Date: Until Filled



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Equal Employment Opportunity Statement

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

Summary of Responsibilities: Under the direct supervision of the Director of Health Services, provides supervision of day-to-day business office operations of the Perkins Family Clinic. In coordination with the physician, initiates patient referrals and negotiates payment for medical specialty services.

Essential Duties and responsibilities include the following: other duties may be assigned

Contracts with Third-Party insurance carriers, Medicare and Medicaid.

Tracking of all third-party reimbursements and collection.

Responsible for maintaining patient, clinic and staff schedules.

Responsible for medical records management, purchase requisitions and accounts payable, time cards and leave requests for staff, account reconciliation.

Negotiates with private sector providers.

Negotiate medical costs with private providers.

Conducts patient referrals to private sector.

Notify patients of referral status.

Supervise Perkins Family Clinic Staff.

Must maintain Payroll Spreadsheets.

Other duties as assigned.

Qualifications:

The applicant must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be computer literate.

Education and/or Experience:

Prefer bachelor's degree in Business Management, with a minimum of 2 years of work experience in a medical clinic setting or recent work experience may be substituted for the academic requirement.

One (1) year experience in medical inventory control and supplies.

One (1) year experience in insurance billing in a supervisory role.

Must be well versed in CPT and ICD coding, and RPMS.

Experience in medical office preferred.

Certificates, Licenses, Registration:

CPR/First Aid certification. Oklahoma drivers license, reliable transportation

CONDITIONS OF EMPLOYMENT:

The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test.