Job Title: Medical Registration Clerk

Department: Health & Human Services  Location: Nett Lake
Supervisor: Billing Supervisor  Work Hours: 8 a.m. – 4:30 p.m.

OPENING DATE: July 9, 2015  CLOSING DATE: July 15, 2015

FLSA Classification: Nonexempt
Salary Classification: N-07 ($13.37 minimum - $18.10 maximum)
Supervisory Position: NO
Driver's License Required: YES

Criminal History Required: YES
Suitability Determination Required: NO

Job Summary: The incumbent is responsible for verifying active coverage and accurately registering patients for Health Services to include the areas of medical.

Education/Experience Requirement:
1. A.A. in Business Management or related field; or
2. One (1) year experience in medical registration may be substituted for education.

Qualifications:
1. Strong verbal and written communication skills.
2. Experience in accounting system functions.
3. Experience in Microsoft Windows and internet applications.
4. Ability to deal with conflicting situations in a positive, patient and sensitive manner.
5. Ability to meet deadlines and prioritize workload.
6. Ability to work effectively with minimal supervision.
7. Experience in contract health.
8. Strong computer applications skills.

Duties & Responsibilities:
1. Register patients and follow front-desk scripting to ensure accurate data entry in RPMS and related systems.
2. Maintain current patient demographic information in RPMS.
3. Verify insurance for every patient prior to their medical visit.
4. Work with Medical Receptionist to facilitate proper patient flow through the clinic for medical patients.
5. Notify and refer all uninsured patients to Patient Benefits Coordinator prior to the scheduled clinic visit for a coverage discussion.
6. Document and scan insurance information on patients into the patient accounting system.
7. Contact insurance companies when an error in coverage occurs.
8. Follow data privacy guidelines and safeguards for medical records.
9. Serve as the liaison between the front desk and the Clinic Manager.
10. Contact managed care companies for authorization when needed.
11. Identify patient liability for non-tribal members and follow point of service collections scripting.
12. Work cooperatively as part of a team and promote team work with co-workers.
13. Recognize that each employee is a representative of the Bois Forte Band and is responsible for demonstrating courtesy, respect and sensitivity to the needs of all others including visitors and co-workers.
14. Submit adequate and timely reports to management upon request and when necessary.
15. Maintain confidentiality and professional ethics at all times.
16. Other job related duties as assigned by supervisor.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN’S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, In Person. Submit applications to: Human Resources Director, Miranda Lilya, 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, mlilya@boisforte-nsn.gov. Applications received after the closing date will not be accepted.