

JOB OPENING ANNOUNCEMENT

Job Title: Tribal Member Assistance Program Coord.

Report To: Medical Center Mgr.

Department: Medical Center

Job Vacancy: YAN-26-98

Status: Full-Time; Non-exempt

Starting Wage: DOE

Opening Date: 09-08-26

Closing Date: Until Filled

POSITION DESCRIPTION:

The Tribal Medical Assistance Program Coordinator will work directly under the Yavapai-Apache Health Center. The primary purpose of this position is to assist tribal members with Medical, Dental, and Vision reimbursements; assist patients with Indian Health Service Patient Referred Care (PRC).

QUALIFICATIONS:

- High School Diploma required
- Two (2) years of work experience in the related medical field with knowledge, and understanding in the various health insurance programs required.
- Medical Terminology and Indian Health Service processes
- Thorough working knowledge of Microsoft Office, excellent working knowledge of Excel and Word necessary with knowledge of associated program software a plus.
- Working knowledge of general office procedures, including administrative techniques, general recordkeeping and filing necessary.
- Ability to work with detailed information a must.
- Ability to demonstrate a high level of professionalism and confidentiality when interacting with employees and the general public.
- Ability to communicate effectively orally and in writing.
- Must have organization and planning skills to meet deadline directives.
- Ability to handle highly-sensitive and/or confidential information.
- Ability to multi-task job duties
- **Valid Arizona Driver's License is required. Must be insurable with the Nations Auto-Policy.**

DUTIES AND RESPONSIBILITIES:

- Assist all eligible Tribal Members with the Tribal Medical Assistance Program reimbursement process for Medical, Dental and Vision.
- Assist with Co-Payment Reimbursement and Medicare Part-D Reimbursement Program for Contract Health Service (Patient Referred Care).
- Verify eligibility for alternate resources, such as Private Insurance, Medicaid and other appropriate agencies.
- Follows up on pending medical bills and collections agencies.

- Checks patients current address and telephone numbers, current insurance information (Medicare, Medicaid, Private) and updates information as needed using the Registration Patient Management System (RPMS).
- Maintain Tribal Member Account Payable files, obtain all necessary information for medical, dental and vision.
- Interviews new patients and initiates health records, entering information into the computer (RPMS).
- Obtains from the patients as indicated, proof of tribal enrollment for medical eligibility; maintains sufficient health records forms, authorizations, clinic information forms, eligibility forms, etc.
- Obtains medical records from other facilities for the medical provider.
- Maintains the privacy and confidentiality of patient records according to the Privacy Act and Health Insurance Portability and Accountability Act (HIPAA).
- Processes related paperwork including Account Payable paperwork.
- Generate monthly report for co-pay reimbursements to Indian Health Service-Contract Health Service (Patient Referred Care).
- Maintain and orders office supplies.
- Access Electronic Health Records (EHR) and enters information regarding health care.
- Performs other duties as assigned.

Physical Requirements

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**