

<b>KICKAPOO TRIBE IN KANSAS POSITION DESCRIPTION</b>
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**TITLE:** Purchased Referred Care Assistant

**POSITION:** Full Time

**SUPERVISOR:** KNHC Director

**Position Description:**

This position is organizationally located in the Purchased Referred Care (PRC) Branch, Kickapoo Nation Health Center Service Unit, Indian Health Service. The function of the Purchased Referred Care office is providing medical care for eligible Indian beneficiaries. The incumbent serves as Service Unit PRC Health System Specialist under the general administrative and professional direction of the Director. Individual is responsible for providing support for the administration of the Service Unit PRC program. The incumbent is responsible for participating in the administration of Direct Patient Care and use of alternate health care and alternate health care resources in order to provide total comprehensive health service for the Service Unit Indian Population.

**Essential Responsibilities:**

1. Incumbent is responsible for assisting in determining patient eligibility, scope, and priority for the PRC program. Responds to PRC inquiries and requests for PRC assistance that are made to the Service Unit Director. Such responses are through telephone, correspondence, and personal visits with consumers. Responds to inquiries and requests with Service Unit staff, including medical, social service, dental, etc., and private sector health resources. Incumbent is responsible for implementation of decisions made for the provision or denial of services. Incumbent works as part of the Service Unit PRC team in the planning, coordination, and management of the health care delivery system.

Incumbent is responsible for effective and maximum utilization of PRC funds, and for maintaining a follow up system that will:

- assure adequate funds are set aside for all authorized referrals, emergency call-ins, and follow up care referrals,
- assures all funds have been obligated by the end of the funding period and that all unused obligations are canceled on a timely basis,
- assures all outstanding authorizations over 90 days old are valid; others are canceled and funds are re-obligated before the end of the fiscal year,

- keeps Service Unit Director and Clinical staff up-to-date on current fund status,
- assures authorizations are only processed when funds are available,
- assures transactions affecting funds are promptly processed. This includes obligations, disbursements, cancellations, reconciliations, and recording allocations,
- assures effective communications with Fiscal Intermediaries and Area Finance; responds to all pended claims.

2. Incumbent maintains the Service Unit Commitment Register for PRC Funds for medical and dental services. Responsible for maintaining a register of all requests for additional funding, such as: Deferred Services, High Risk OB and Priority I denials (not within medical priority). Compiles reports of statistical and fiscal data necessary to determine funds required to meet the need of the PRC Program for the Service Unit. Through current and historic fund expenditure analysis, review of health status indicators, and knowledge of health care needs, monitors PRC funds status for the Service Unit, and makes recommendations for reprogramming of funds or requests for additional funding. Prepares all PRC financial status reports, budget needs, forecasts, and other required PRC reports for Service Unit and Area Office, responding on a timely basis to meet deadlines. Responsible for PRC funds control. Reconciles with Area Financial Management Reports, and Fiscal Intermediary, keeping Supervisor, Service Unit staff and tribes advised on current fund status.

3. Assists with the reporting of Catastrophic Health Emergency Fund (CHEF) cases. Works closely with Service Unit PRC staff, Medical Officers, and Area PRC office to report, manage, and monitor the high cost cases funded through the CHEF program as established by P.L. 100-713 Section 202. Ensures timely close out of CHEF cases and provide periodic site visit to Service Units to assist the PRC staff.

4. Incumbent is responsible for keeping up-to-date pending and completed PRC patient files, with documented status of all written and verbal transactions. Performs periodic spot reviews and audits of completed authorization forms and other documents to insure consistent correct use of allotment, object, sub-object, and sub-activity coding required by Area Financial Management. Forms are also audited and reviewed to insure correct diagnosis and diagnosis coding required by Area Health records and Program Planning and Analysis. These data are reflected in the IHS Data system for use in Budget forecasts, Budget preparations and Budget justifications and Program Planning.

5. Works with Service Unit professional and para-professional staff, local providers, tribal health committee and Area Office staff. Serves as representative of Service Unit Director at tribal meetings, hospitals, physicians, etc., for the purpose of creating and maintaining an understanding of the PRC programs, and to promote consumer and provider satisfaction.

6. Incumbent must have knowledge of computer application relating to the Contract Health Program, including the responsibility for key entering and verifying all PRC authorizations, payments, cancellations, and supplements. Maintains obligation registers

and all other Contract Health documents. Responsible for the weekly printing of all documents and the Document Control Register through the use of the menu driven PRC Computer Program. Must have knowledge to establish proper top of form line, form length and proper forms to be loaded into the printer. Responsible for printing of address labels, and all PRC Documents and accomplish printing in the absence of the Programmer. Responsible for adding, deleting, changing, and verifying information in both the patient file and vendor file. Responsible for submitting the PRC activity computer tape on a weekly basis. Must have knowledge of the correct computer menu in order to make proper changes.

**Qualifications:**

Must be detailed oriented and proficient with PC. Proficient with Microsoft office products, word and excel.

**Privacy Policy:**

Employee must comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5USB, 552a) (i)(l).

**Drug-Free Workplace Policy:**

As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

**Indian Preference:**

Preference in filing vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.

Job description:

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Employee Signature

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Date

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Supervisor Signature

Date