



EMPLOYMENT ANNOUNCEMENT

POSITION:	PRC SPECIALIST	DEPARTMENT:	PURCHASED REFERRED CARE
SUPERVISOR:	PRC MANAGER	STARTING SALARY:	HS/HiSET: \$19.04
CLASSIFICATION:	REGULAR, FULL-TIME	<i>(RISES BASED UPON EXPERIENCE/EDUCATION)</i>	CERTIFIED: \$19.99
			ASSOCIATES: \$20.99
			BACHELORS: \$23.09
OPENING DATE:	OCTOBER 26, 2023	CLOSING DATE:	OPEN UNTIL FILLED

POSITION SUMMARY:

The Purchased Referred Care (PRC) Specialist shall maintain a centralized medical and dental referral system and will be responsible for coordinating all patient referrals and follow-ups, working closely with the medical staff and the PRC department. Incumbent serves as an advocate for patients being referred for outside services. The PRC specialist will serve as a backup for the PRC Supervisor with the purchase order system.

MAJOR DUTIES:

- Coordinates referrals and appointments with medical specialists, including determining patient’s health care payment and eligibility resources; work closely with medical professionals on all insurance pre-authorizations necessary for the referral; send all medical notes, demographics, and billing information to the outside vendor; track all appointments to completions; arrange for transportation and lodging if needed; following up with outside vendor to ensure patient records are received at our facility; and ensuring the patient has proper follow-up until medical care is complete.
- Responds to PRC inquiries and requests for PRC assistance. Such responses are through telephone, correspondence, and personal visits with consumers. Responds to inquiries and requests with Rocky Boy Health Center staff, including medical, social services, dental, etc., and private sector health resources. Incumbent is responsible for implementation of decisions made for the provision or denial of services.
- Assists and maintains an understanding of the PRC program to promote consumer and provider satisfaction and understanding. Must maintain a customer relationship with all customers/ patients for the RBHC.
- Other duties as assigned.

THIS EMPLOYMENT ANNOUNCEMENT DOES NOT CONTAIN A COMPREHENSIVE DESCRIPTION OF ACTIVITIES, DUTIES, OR RESPONSIBILITIES THAT ARE REQUIRED FOR THIS POSITION. DUTIES, RESPONSIBILITIES, AND ACTIVITIES WILL BE REVIEWED PERIODICALLY AS DUTIES AND RESPONSIBILITIES CHANGE WITH NECESSITY.

MINIMUM QUALIFICATIONS:

APPLICANTS WITH CREDENTIALS THAT DO NOT MEET THE MINIMUM QUALIFICATIONS FOR THIS POSITION WILL NOT BE CONSIDERED.

- Minimum of High School Diploma or Equivalent (GED, HiSet).
- Must have excellent communication skills. Must be able to utilize general office equipment.

DESIRED QUALIFICATIONS:

- At least 2 years specialized PRC experience or a A.A. Degree or 2 full years of progressive education leading to degree.

APPLICANTS MUST SUBMIT THE FOLLOWING ITEMS:

- Rocky Boy Health Center Employment Application
- Letter of interest/Cover letter
- Resume or Curriculum Vitae

ROCKY BOY HEALTH CENTER HUMAN RESOURCES IS NOT RESPONSIBLE FOR ENSURING APPLICATION PACKAGE IS COMPLETE. ONLY THOSE APPLICATIONS PROPERLY COMPLETED AND RECEIVED ON OR BEFORE THE CLOSING DATE AT 4:00 PM WILL BE CONSIDERED FOR THE POSITION ADVERTISED.

ALL EMPLOYMENT OFFERS ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG TEST. SUCCESSFUL APPLICANTS ARE SUBJECT TO A 60-DAY PROBATIONARY PERIOD.

SUBMIT APPLICATION:



In Person

Rocky Boy Health Center Human Resources Office
6850 Upper Box Elder Road Box Elder, Montana 59521



E-mail

rbchr@rbclinic.org



Online

<https://www.rbclinic.org/employment>

APPROVED FOR ADVERTISEMENT:

DocuSigned by:

Joel Rosette

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Joel Rosette, Chief Executive Officer