



ROCKY BOY HEALTH CENTER

EMPLOYMENT ANNOUNCEMENT

POSITION: **BENEFITS COORDINATOR** **DEPARTMENT:** **ALTERNATE RESOURCES**

SUPERVISOR: **ALTERNATE RESOURCES MANAGER** **STARTING SALARY:** **AA STARTING \$20.99**
CLASSIFICATION: **REGULAR, FULL-TIME** *(RISES BASED UPON EXPERIENCE/EDUCATION)* **BA STARTING \$23.09**

OPENING DATE: **MARCH 13, 2024** **CLOSING DATE:** **OPEN UNTIL FILLED**

POSITION SUMMARY:

This position is responsible for advocating for patients in the effective utilization of alternate resources and ensure that all patients who are eligible for alternate resources are identified, contacted and encouraged to apply for and maintain eligibility for available benefits.

MAJOR DUTIES:

- Determine eligibility of patients and ensure appropriate identification of patients who have or are eligible for direct services.
- Work closely with other RBHC staff in identification and proper utilization of all alternate resources available to all patients.
- Develop and maintain a network of contacts in local, state, tribal and federal agencies to better assist patients in developing other resources, including all agencies and organizations that provide alternate resources for health care.
- Follow up on all pending eligibility claims and work closely with families and agencies until completion of application.
- Work with patients to appeal denials from third resources as applicable.
- Document all encounters and work activities on finding/maintaining alternate resources; update patient’s electronic record; provide monthly reports to supervisor.
- Continually research all alternate resources, exploring all available options for patient coverage; ensure application and information on alternate resources are readily accessible to the patients.
- Serves as back up for Patient Registration and other positions as directed.
- Readily accepts referrals from patient registration and other departments to assist patients.
- Organize community enrollment events and actively participate in other community programs events.
- Responsible for monthly TSHIP reporting and ensures premiums are paid in timely manner, enrolling eligible clients, terminating cases when applicable, and following/implementing TSHIP Policies and Procedures.
- View RBHC appointment list daily to verify client’s health insurance and use as a tool to contact potential clients.
- 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.

- Associate’s Degree in Allied Health, Business, or related field.
- Valid Montana Driver’s License

APPLICANTS MUST SUBMIT THE FOLLOWING ITEMS:

- Rocky Boy Health Center Employment Application
- Letter of interest/Cover letter
- Resume or Curriculum Vitae
- Consent to Release Driving Record & Non-identifiable Personal Information Request (MT DOJ form)

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