



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:	APRIL 15, 2025	CLOSING DATE:	OPEN UNTIL FILLED

POSITION SUMMARY:

The Purchased/Referred Care (PRC) Specialist is responsible for managing a centralized referral system for medical and dental services. This role involves coordinating all aspects of patient referrals and follow-up care in collaboration with medical providers and the PRC department. The specialist serves as a patient advocate for those referred to outside healthcare services and provides backup support to the PRC Supervisor in managing the purchase order system.

MAJOR DUTIES:

- Coordinates patient referrals to external medical and dental specialists, including verifying eligibility and payment sources, obtaining insurance pre-authorizations, and sharing necessary documentation (e.g., medical notes, demographics, billing information) with outside providers.
- Tracks referral appointments to completion, arranges patient transportation and lodging when necessary, ensures timely receipt of medical records from external providers, and facilitates follow-up care until treatment is complete.
- Responds to PRC-related inquiries via phone, email, written correspondence, and in-person communication. Engages with patients, Rocky Boy Health Center staff (medical, dental, social services), and external providers to resolve issues and ensure seamless coordination of care.
- Implements PRC service decisions, including approvals and denials, in accordance with program guidelines and eligibility criteria.
- Promotes a strong understanding of the PRC program to improve satisfaction among patients and providers and maintains positive customer service relationships with all patients served by RBHC.
- Performs 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. RBHC RESERVES THE RIGHT TO CANCEL ANY EMPLOYMENT ANNOUNCEMENT WITHOUT NOTICE. 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

rbhchr@rbclinic.org



Online

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

APPROVED FOR ADVERTISEMENT:

DocuSigned by:

Joel Rosette

Joel Rosette, Chief Executive Officer