

**Prairie Band Potawatomi Nation Health Center
Job Description**

TITLE: Benefits Specialist

SUPERVISOR: Business Office Manager
07/2008

DATE CREATED:

JOB CATEGORY: Office & Clerical
Non-exempt

FLSA STATUS:

POSITION SUMMARY

This position will assist patients in completing applications for beneficiary insurance programs and assist with Contract Health and Business office duties and responsibilities.

RESPONSIBILITIES

1. Verify and assist patients in enrolling in beneficiary insurance programs such as Medicaid and Medicare.
2. Screen patients for third-party insurance coverage.
3. Maintains familiarity with beneficiary insurance programs such as Medicare, Medicaid/Kansas Health Plan, Veteran's Benefits, Workman's Compensation is desirable.
4. Maintain physical privacy, confidentiality and rights of patients at all times.
5. Assists Contract Health with providing referral services to patients regarding specialized care from outside providers and serves as a point of contact for patient inquiries concerning specialty clinic referrals.
6. Assists patients in completing applications for assistance as needed.
7. Administrative duties to include but are not limited to completing the billing process, compiling necessary patient documents for Contract Health Committee (CHC) approval, submitting CHC approved bills to the Business Office Manager (BOM) for final approval, recording CHC minutes and submitting BOM approved bills to the Finance Department for payment.
8. Assists with special projects as directed.
9. Interacts professionally with patients and staff.
10. Maintain physical privacy, confidentiality and rights of patients at all times.
11. Satisfactorily complete mandatory training (OSHA, Fire/Safety, Blood-Borne Pathogens, customer relations, etc).
12. Performs other duties as assigned and such duties will include but will not be limited to, assisting with Contract Health, Reception, Medical Records and Business Office work assignments.

Qualifications

1. High School diploma or GED certificate.
2. Demonstrate clerical skills (computer, typing, filing, telephone courtesy, etc).
3. Must have current PPD.