



Yerington Paiute Tribe

VACANCY ANNOUNCEMENT

Position Classification and Description
Tribal Council Approved: 8/11/2021
ADVERTISE/LOCAL OPEN

POSITION: **Business Office Supervisor**

WAGE: Level 18-0 \$18.68 to Level 20-0 \$20.59 Full Time 40hr/wk.

SUPERVISOR: Clinic Director

CLOSING DATE: Open until filled

POSITION SUMMARY: The position is responsible for managing and supervising clinic administrative staff and overseeing the administrative operations including compliance with HIPAA regulations and patient confidentiality rules.

DUTIES:

- Serves as first line supervisor to clinic staff including: Patient Registration/Benefit Coordinators, PRC Clerks, Third Party Billing clerks, Optometry and Pharmacy Insurance Billing Clerks, and Fiscal Intermediaries.
- Assigns work to employees, explains work and work requirements to employees, methods, and procedures as needed.
- Ensures timely performance of a satisfactory quantity and quality of work.
- Reviews work products of employees and accepts, amend, or reject work.
- Ensures prompt maintenance of Resource Patient Management System (RPMS), EHR, demographics, reports for patient registration, and other files as needed.
- Trains and orients clinic staff.
- Works with large integrated data system that includes medical, fiscal, and management data in numerous related computer files.
- Ensures that all patient, insurance carrier and governmental inquiries regarding insurance, patient status, provider information or other related issues are answered promptly and accurately, while maintaining HIPAA compliance and quality assurance.
- Plans work schedules and sequence of operations to meet general schedules, priorities, and requirements.
- Compiles monthly and annual statistical reports to track Clinic operations, staff performance and patient care data for the Clinic Director.
- Carries out established personnel functions and practices.
- Keeps employees informed about important aspects regarding personnel management programs.
- Evaluates work performance, performs interim and annual performance appraisals, recognizes and recommends step increases, documents and conducts disciplinary action as needed.

- Coordinates meetings with alternate resource agencies to ensure compliance with appropriate billing guidelines so that third party collections are not denied or delayed.
- Ensures all potential legal issues are reviewed, researched and implemented where appropriate.
- Works with staff to establish and maintain Clinic accreditation.
- Negotiates and obtains Preferred Provider Status with insurance companies, vendors, and health service providers.
- Ensures that all contracts with insurance companies, vendors and health service providers are maintained, reviewed, and updated annually.
- Serves as HIPAA Privacy Officer, performs other duties as required.

QUALIFICATIONS:

- Bachelor's Degree in Business or a Health Management related field preferred OR equivalent combination of education and experience; with a minimum of four consecutive years' experience in office management and personnel supervision required.
- Knowledge of:
 - modern office practices, procedures, and equipment.
 - business English, proper spelling, grammar, punctuation, and basic arithmetic.
 - records management and accounting procedures.
 - alternate resources including but not limited to insurance carriers, Medicare, Medicaid, Worker Compensation, Managed Care Plans, etc.
 - Indian Health Service (IHS) and Tribal Health policies and procedures.
 - Indian Health Care Improvement Act, the Indian Self-Determination and Education Assistance Act, the Freedom of Information and Privacy Act.
- Ability to:
 - establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
 - represent the Agency in a professional manner, building respect and confidence.
 - maintain confidentiality, multi-task, meet deadlines, carry out instructions and work independently.
- Possess a valid Nevada Driver's License and be insurable.
- Pass pre-employment drug screen and complete background investigation.
- Able to lift 40 lbs or more.

Please note: *Preference may be given to qualified Native American applicants under CFR, Subpart M, Part 273, Subpart D, Section 273.45, and/or 25 U.S.C. Section 5307. Also, applicant must pass and comply with the PL101.630-Indian Child Protection and Family Violence Protection Act, if applicable.*

HOW TO APPLY:

1. Complete an application by contacting our Human Resources Director below.
2. All applications must accompany a 3 year DMV history, high school diploma/Equivalent or College Degree.

Human Resources Department
171 Campbell Lane
Yerington, NV 89447
775-783-0265
Fax: 775-627-9022
Email: hrdirector@ypt-nsn.gov

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