



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER
13380 W Trepania Road • Hayward, Wisconsin 54843-2186**

**Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740**

Position: Purchase / Referred Care Clerk

Location: Lac Courte Oreilles Community Health Center

Salary Range: \$17.00-\$20.00 per hour

Hours: Monday –Friday 8am-4:30pm

Posting Date: June 18, 2020

Closing Date: July 1, 2020

Description of Position:

The Purchase / Referred Care (PRC) Clerk will process clean claims and issue denials. The PRC Clerk will work closely with the referral Registered Nurse and assist patients with eligibility for the program.

Qualifications:

- High School diploma or equivalent required
- Associates Degree-Business or 2 (two) or more years of experience in a business office setting required
- Excellent computer skills required, including word processing and spreadsheets
- Experience or knowledge of basic bookkeeping with accounting software preferred.
- Business office setting required
- Medical billing and terminology preferred
- Able to follow and abide by processes and policies
- Must be able to work independently, as well as with a team
- Ability to communicate effectively with patients, physician, coworkers and vendors.
- Ability to remain neutral in conflict of interest circumstances.
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.
- Valid Wisconsin Driver's license
- Valid Vehicle Insurance
- Must be able to pass pre-employment and random drug screening
- Must be able to pass a criminal background check

Major Duties and Responsibilities:

1. Process clean CMS 1500 and UB claims
2. Monitor Emergency Room reporting line
3. Assist patients in obtaining/applying for Benefits/Alternative Resources
4. Issue denial letters for patient services and to vendors
5. Submit timely payables to accounting
6. Contact/receive calls from vendors and patients
7. Enforce Purchased/Referred Care policies and guidelines regarding eligibility
8. Scanning and Filing
9. Attend all meetings and trainings as requested by PRC manager
10. Maintain a high level of confidentiality at all times
11. Facilitates a harmonious work environment, whereby treating all coworkers with respect and dignity. Maintain a safe work environment
12. Must maintain infection control standards
13. Identify problems, research and recommend resolutions
14. Skills in exercising a high degree of initiative, judgment, discretion, and decision-making
15. Participate on the Incident Command Team as assigned by management
16. Responsible for reporting Adverse Incidents.
17. All other duties assigned by the PRC Manager.

Supervision and Guidance:

The PRC Clerk reports directly to the PRC Manager with oversight by the Health Director.

***Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

Letter of Interest

Resume

Credentials

Proof of any stated Qualifications

Three (3) letters of recommendation

Academic transcripts

Application Information:

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center
Human Resources
13380W Trepania Road

Hayward, Wisconsin 54843
(715) 638-5132
(715) 634-6107 FAX

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Indian Preference will be given to candidates of equal or comparable qualifications.

06/18/2020