

Lytton First Nation

EMPLOYMENT OPPORTUNITY

Patient Travel Clerk

TI'Kemtsin Health

The TI'Kemtsin Health Department is recruiting a Patient Travel Clerk who will be responsible for assisting Lytton First Nation (LFN) members in arranging and scheduling transportation and accommodation related to any medical services they may require. As a member of the LFN Health Team, the Patient Travel Clerk is responsible for explaining the patient travel guidelines, verifying medical appointments, completing all relevant forms, and ensuring LFN members are compensated for their patient travel costs.

General Duties:

- Provide patient travel assistance
- Determine eligibility of LFN members for financial assistance for the medical services they require
- Provide travel, and accommodation (including meals) to the LFN members and, where relevant, assistance to the person accommodating the LFN member for travel
- Ensure LFN members are aware of relevant information they must take to medical appointments (e.g., referral letter, Care card)
- Gather and organize all documentation regarding patient travel and files in patient files
- Provide members with Medical Travel Form and assists them with completion of forms
- Organizes transportation (LFN community bus, arrange escorts and drivers) and accommodations to enable LFN members to attend medical appointments
- Ensure doctor signs confirmation of attendance at appointment forms
- Answer calls enquiring about patient travel services or allowances
- Ensure patient travel is arranged in accordance with FNHA recommended time frames
- Direct finance to provide funds for any transportation costs which will be incurred by LFN members
- Maintain a patient travel database, computer literacy on computer software
- Prepare annual report, summarizing activity for the year
- Attend weekly meetings with TI'Kemtsin Health staff
- Other duties as assigned



PO Box 20
Lytton, BC
V0K 1Z0

PHONE 250.455.2304
EMAIL Crystal.prince@lfn.band
WEBSITE www.lfn.band

Job Skills Experience and Other Requirements:

- High school diploma or GED
- A minimum of 1 year of experience working as an administrative assistant is an asset
- Knowledge of Nlaka'pamux culture and history
- Provide a current criminal record check
- Understand the importance and practice of confidentiality

Deadline: Open until filled

Apply with cover letter, resume, and 3 current references to:

jobs@lfn.band

Attention: Human Resources Manager

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