
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
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JOB VACANCY

POSTED 2/8/2018 UNTIL 2/22/2018

POSITION: Behavioral Health Office Coord/Accounts Rec. Clerk

DEPARTMENT: Lac Vieux Desert Health Clinic

LOCATION: LVD Clinic, Watersmeet, MI 49969

EMPLOYMENT: Full Time

SALARY/PAY RATE: \$11.24 - \$13.92/hour

DESCRIPTION:

Responsible to the LVD Behavioral Health staff for the effective implementation of staff and program administrative support. Services delivered include clinical records management, program/service billing, compiling of program reports, reception, information management, Mental Health reports, general secretarial and office duties and special projects as directed by the Behavioral Health Director.

RESPONSIBILITIES:

- Answer incoming telephone calls, answer questions and direct calls.
- Schedules patient appointments and meetings.
- Runs reports for analysis within the clinic for grant and contract compliance.
- Assists with accreditation requirements and compliance.
- Responsible for monthly payment statements.
- Tracking and monitoring A/R and handling cash A/R payments.
- Update and maintain accurate office policies.
- Data entry of client appointments, prevention and treatment billing on the ADIS and ATR voucher billing system.
- Organize office operations and procedures.
- Control correspondence (internal and external), writes letters and memos.
- Stays current and efficient with emails.

- Act as a liaison with outside agencies, organizations and groups.
- Ensure all professional credentialing (both clinical and insurance related credentialing).
- Maintain office equipment.
- Maintain and organize grant and contract information.
- Maintain and update information with referral agencies.
- Manage and complete purchase orders and check requests.
- Assist with coordinating residential/inpatient treatment admissions process.
- Design filing system.
- Ensure filing is confidential and done daily.
- Ensure HIPAA and CFR-42 complaint records transfer.
- Maintain and replenish inventory according to Tribal Policies and Procedures.
- Accept and post cash payments.
- Post clinical and behavioral health receivables.
- Identify gaps in quarterly A/R.

MINIMUM QUALIFICATIONS:

- High School Diploma
- One year of prior experience in a medical office setting
- Excellent communication skills, verbal, written and typed
- Professional and customer relation skills
- Proficient in Microsoft Office, Outlook, Excel
- Well organized, detail oriented, accurate and efficient.
- Must have efficient and accurate typing skills
- Ability to learn new computer programs or office technology.

PREFERRED QUALIFICATIONS

- Formal customer service training
- Familiarity with Electronic Health Records systems
- Valid CPR certification
- Familiar with patient statements, EOBs, co-pays and deductibles as identified by 3rd party payers

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Date Approved by the Tribal Council: 12/8/2015