



Elbowoods Memorial Health Care Centers

1058 College Drive
New Town, ND 58763-4400
(701) 627-4750
Fax: (701) 627-2809

EXEMPT
NON-EXEMPT

POSITION DESCRIPTION

POSITION: Managed Care Assistant
RESPONSIBLE TO: Manager Care Director
SALARY: Starting salary will be determined by funding, experience, and training level.
CLASSIFICATION: Non-Management, Regular, Full-Time
LOCATION: Elbowoods Memorial Health Center
1058 College Drive
New Town, ND 58763-0400

POSITION SUMMARY: The Managed Care Assistant works under the direction of nursing and social work team members. He or she has the authority to plan and organize activities to ensure assigned tasks are completed in a timely fashion. The Managed Care Assistant must handle highly sensitive or confidential issues in accordance with departmental procedures and guidelines. Complex care management issues are referred to the patient's case manager and/or to the department manager.

1. Implements patient discharge plans prepared by social work and nursing case management team members. This is done by arranging with home care agencies, skilled nursing facilities, durable medical equipment companies, transportation agencies, etc. for placement, logistics, and equipment, and by interacting with patients and/or families.
2. Contacts third party payers to confirm authorization for services.
3. Assists Managed Care Coordinator in collecting data related to patient outcomes and auditing data for accuracy. Data may include length of stay data, etc.
4. Prepares documents and reports required for utilization reviews by third party payers and other internal and/or external groups.
5. Documents activities and progress in medical charts, computer billing/utilization systems, or in other ways as directed.
6. Inputs clinical information into computer database.
7. And other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to design and maintain a database
- Ability to maintain confidentiality
- A basic knowledge of medical procedures and terminology, and demonstrated human relation and effective communication skills are required.
- Computer knowledge and proficiency, **REQUIRED.**
- A Managed Care Assistant certification is preferred.

- Applicants must demonstrate the potential ability to perform the essential functions of the job as outlined in the position description.
- Ability to work independently in the absence of supervision.
- Ability to utilize office machines, such as faxes, scanners, and printers.

QUALIFICATIONS, EXPERIENCE, EDUCATION

- Two years of college level education in a healthcare or other related field are **PREFERRED**.
- Two years of ICD-9, CPT coding, or managed health care experience, computer literacy, and previous experience in a utilization review setting, **PREFERRED**.
- This position has no responsibility for providing direct care to patients.
- Computer literate and basic proficiency with Microsoft Office Suite (spreadsheet, presentation, word processing, email, and database software), **REQUIRED**.
- Medical Terminology, **PREFERRED**.
- Maintain hard copy and electronic filing system, **PREFERRED**.
- Knowledge of principles and practices of organization, planning, records management, and general administration.
- Operate standard office equipment.
- Familiarity with American Plains Indian culture, values, and traditions, **HELPFUL**.
- Must be responsible, dependable, and able to maintain confidentiality of information.
- Must have a valid N.D. driver's license in good standing and must supply driver's license abstract from the Department of Motor Vehicle.
- Will need to have an acceptable motor vehicle record. A copy of driver's license and verification of driver's record from the North Dakota Department of Motor Vehicle, **REQUIRED**.
- Must submit to clear Criminal Records Background Check.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

WORKING CONDITIONS:

- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Occasionally lifts up to 25 pounds of material.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.
- Extensive walking is required since interaction between all disciplines within the health care operations and management is required.
- Travel may be required to accomplish facility goals.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES POSITIONS.

APPLICATION PROCEDURE

Submit a Three Affiliated Tribes; ***Application for employment*** with all requirements and supporting documentation to:

**Three Affiliated Tribes
ATTN: Human Resources
404 Frontage Road
New Town, ND 58763**

Please Note: If requirements are not met, i.e. submissions of a resume in lieu of a Three Affiliated Tribes application, or not including a required certification or document, your application will not be reviewed and will be disqualified.

Indian Preference Will Apply: In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

Veterans Preference Will Apply: In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran Preference”.

Applications will not be returned.