

ARCTIC SLOPE NATIVE ASSOCIATION
ARCTIC SLOPE NATIVE ASSOCIATION, LTD.

POSITION DESCRIPTION

Title:	Patient Benefits Coordinator	Date:	05/23/2017
Classification:	Support	Safety:	Contact
Reports to:	Revenue Cycle Director	FLSA:	Non-exempt
Department:	Registration	Grade:	G
Location:	ASNA	Salary:	\$27.46-\$29.70

Arctic Slope Native Association, Ltd exercises Native preference in hiring and training (PL 93-638).

Summary

Responsible for accurately identifying and verifying alternate resource data on all patients at the time of their initial visit with ongoing updates during subsequent visits.

Essential Job Functions

Interview patients at the initial time of service in order to determine available accessible resources for which the patient is eligible.

Assist in making and/or coordinating arrangements with or for the patient in order to complete any required paperwork for the alternative resource.

Establish a working relationship with alternative resource agencies, i.e. Medicaid, Social Security, private insurance companies, human resource departments of local employers.

Re-verify benefits on patients for subsequent visits.

Village Visits 3-4 times per year required

Qualification

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience

High School diploma or general education degree (GED).

One to two years of related experience *or* equivalent combination of experience and training.

Desired Knowledge, Skills & Abilities

Working knowledge of Medical Terminology.

Familiarity with Medical Front Office Procedure including office ethics.

Effective verbal and written communication skills.

Proficient in the use of basic office equipment-computers, fax machine, copier and ten key.

Good mathematical skills.

Ability to pay close attention to detail.

Demonstrated proficiency in customer service and effective communication.

Able to work independently and set priorities.

Interacts professionally with clients and co-workers and ensures patient confidentiality.

Ability to work effectively in cross-cultural environment.

Ability work professionally, courteously and efficiently with the public.

Proficient skills in the use of computers including data entry.

Computer Skills

Certification/Licensure

None.

Supervisory Responsibilities

None.

Safety/Security Responsibilities

This position requires frequent contact with children and vulnerable adults; thorough background screening is required.

Maintain a safe environment for staff, visitors, and patients within the scope of job duties. Abide by all safety policies and procedures. Keep informed of, and avoid, potential job hazards. Wear identification while on duty. Report all employee injuries as required. Utilize all safety equipment as designed and when appropriate. Secure department resources from loss.

The work is performed in a hospital setting, where exposure to contagious and infectious diseases is common.

Work Environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

N	Never
R	Rarely
O	Occasionally
F	Frequently
C	Continually

Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions of this position

WORK ENVIRONMENT	PHYSICAL REQUIREMENTS	REPETITIVE MOTION ACTIONS
Working inside	LIFTING/CARRYING	Repetitive use of foot control
Outdoor weather conditions	1-10 pounds	Repetitive use of hands
Extreme cold (non-weather)	11-20 pounds	Grasping: Simple/Light
Extreme hot (non-weather)	21-35 pounds	Grasping: Firm/Heavy
Wet, humid conditions (non-weather)	36-50 pounds	Fine Dexterity
Fumes or air-borne particles	51-75 pounds	Reaching with hands and arms
Toxic or caustic chemicals	76-100 pounds	COGNITIVE SENSITIVITY
Blood-borne pathogens	PUSHING/PULLING	Speaking
Infectious agents	1-10 pounds	Hearing (with or without correction)
Risk of fire or explosion	11-20 pounds	Ability to hear equipment alarms
Risk of electrical shock	21-35 pounds	Ability to hear client/patient call
Risk of radiation	36-50 pounds	Ability to hear instructions
Prolonged exposure to vibration	51-75 pounds	Seeing (with or without correction)
Work near moving mechanical parts	76-100 pounds	Close vision
Confined spaces	POSTURE MOVEMENTS	Distant vision
Normal office environment	Sitting	Color discrimination
Noise	Standing	Peripheral vision
Quiet	Walking	Depth perception
Moderate	Bending, stooping, crouching	Ability to adjust focus
Loud	Kneeling or crawling	Smelling/ Tasting
Very loud	Turning/twisting	INTERACTION WITH OTHERS
Flying in small commuter planes	Climbing or balancing	Normal office interaction
Flying in large commuter planes	MENTAL DEMANDS	Agitated or distressed client/patient
	Work is repetitive and monotonous	Verbally abusive client/patient
	Close technical attention to detail	Abusive or combative client/patient
	Manage competing demands	Intoxicated client/patient
	Frequent change, delays or unexpected events	

The statement contained herein reflects general details to describe the principal functions of this position as well as the level of education, experience, knowledge, skills and abilities required. It should not be constructed as an all-inclusive listing of job requirements. Individuals may perform other duties as assigned, which may include work in other functional areas to cover absences or provide relief, to equalize peak work periods, or otherwise balance the workload.

Employee Name

Date

Anaktuvuk Pass Atqasuk Barrow Kaktovik

ASNA

ARCTIC SLOPE NATIVE ASSOCIATION

Nuiqsut Point Lay Point Hope Wainwright