



*Human Resource Department  
PO Box 128  
Fort Washakie, WY 82514  
Phone: (307) 335-5930  
Fax: (307) 332-3949*

## **NOTICE OF EMPLOYMENT**

**POSITION:** Purchase & Referred Care Supervisor  
**DEPARTMENT:** Administration  
**SUPERVISION:** C.F.O.  
**SALARY:** Depending on Experience  
**STATUS:** Permanent Full-Time  
**OPENING DATE:** 7/22/2024    **CLOSING DATE:** Open until Filled

### **POSITION SUMMARY:**

This position is to provide support and technical assistance to WVHC management on matters involving PRC including medical, surgical, dental, hospital, and clinical services to all eligible beneficiaries in conjunction with or in lieu of services performed at WVHC. PRC provides health care in accordance with written policies, procedures and regulations to all members of federally recognized Indian Tribes living within the boundaries of the PRC service delivery area.

### **DUTIES AND RESPONSIBILITIES**

- Responsible for program planning, program development, administration, management, operation, and evaluation of a comprehensive PRC program.
- Reviews, analyzes and summarizes pertinent financial, statistical and program data. Develops a yearly PRC spending plan to maximize the funds allocated for PRC each Fiscal Year (FY).
- Prepare monthly reconciliation reports, identifies and corrects any problems or discrepancies on Fiscal Intermediary (FI) payments and adjustment.
- Monitors and works all unpaid open documents through the "Pended Claims Report" received from the FI, working with providers and vendors to resolve.
- Provides administration and technical supervision and plans work to be accomplished, prepares schedules and assigns work based on priorities.
- Establishes and maintains mechanisms for assuring that patients register for benefits for which they may be eligible to ensure that WVHC is the payor of last resort for medical services.

## **QUALIFICATIONS:**

- Knowledge of supervisory methods and procedures
- Knowledge of the current health care issues and emerging trends of the public and private health care industry.
- Knowledge of the concepts, principles, practices and techniques of health care financing, contracting and administration; including coordination of benefits, medical services contracts and agreements.
- Knowledge of ICD-CD and CPT-4 coding.
- Ability to deal with interrelated health care systems and services and resolves any complications and problems as changes occur.
- Required knowledge of Medicare, Medicaid, SCHIP, Wyoming Breast and Cervical Early Detection Program, Colorectal Program private insurance, etc.
- Excellent problem solving and critical thinking skills
- Good organization, time management and prioritization
- Effective communication skills

## **APPLICATION REQUIREMENTS:**

- Submit a complete application with supporting documents to the Warm Valley Health Care, Human Resource Department, P.O. Box 128, Ft. Washakie, WY 82514.
- Applicants that state “See Resume” for employment history must have the following the information listed on the resume:
  - Dates of previous employment
  - Reason for leaving previous employment
  - Compensation of previous employment.
- Applications are available online at [easternshoshone.org](http://easternshoshone.org) and can be sent via email to [ina@warmvalley.health](mailto:ina@warmvalley.health) or faxed to 307-332-3949 until 4:45 PM on the closing date.
  - **Supporting documents:** Driver’s License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Any offer of employment is contingent dependent on drug test, reference check and background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with Warm Valley Health Care for 60 days.