



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

JOB DESCRIPTION

POSITION: MEDICAL ADMINISTRATIVE LEAD

SUPERVISOR: MEDICAL DIRECTOR

SALARY RANGE: \$63,752.00 ANNUALLY 1 FTE

NATURE OF WORK: The Medical Administrative Lead is responsible for administrative and other activities not specific to patient care for the Medical Clinic as well as serving as the Telehealth Assister.

REPRESENTATIVE JOB DUTIES:

1. Addressing scheduling issues and appropriate-level patient complaints or concerns in a compliant and professional manner.
2. Monitoring Clinic staff leave and absences to ensure adequate coverage.
3. Coordinating the morning huddle and ensuring that participation is limited to appropriate individuals in compliance with HIPAA requirements.
4. Monitoring and maintaining Clinic's supply and equipment inventories; ordering equipment and supplies as needed; coding and submitting Purchase Requisitions; receiving goods, approving/coding invoices and providing packing lists and like the Administrative and Financial Specialist for documentation and other as appropriate.
5. Providing administrative support for the providers, serve as Executive Assistant for the Medical Director.
6. Helping with Clinic personnel on- and off-boarding staff, orienting new employees and similar.
7. Assisting with connecting patients to resources such as the Healthcare Assister, patient portal technical assistance, other departmental programs as well as other tribal and surrounding area resources.
8. Scanning and uploading documents into the Electronic Health Record.
9. Coordinating scheduling of Telehealth Providers and Telehealth patients and IT Coordinator in compliance with the standard operating procedures.
10. Coordinating telehealth patient visits with the Telehealth Providers and primary care provider as requested.
11. Serving as the Telehealth Assister during telehealth visits as required by the Telehealth Providers and/or patients.
12. Monitoring provider and patient scheduling including Telehealth Providers to ensure effective patient care and best use of provider's time and other resources.
13. Reviewing contracted Providers timecards and agency invoices, correcting if required, coding and forwarding to the Administrative and Financial Specialist for processing for payment.

14. Ensuring compliance with Clinic and department operating procedures as well as departmental and tribal policies and procedures as and applicable local, state, and federal law and requirements including but not limited to HIPAA.
15. Assisting with updating standard operating procedures, policies and similar.
16. Collecting data as required for reports and similar activities.
17. And other duties as assigned.

QUALIFICATIONS:

1. Current Washington State Medical Assistant (MA) certification or Licensed Practical Nurse (LPN).
2. Minimum of two years' experience as a MA or LPN in a medical clinic/practice.
3. Minimum of one-year supervisory experience.
4. Good understanding of HIPAA and other federal, state, and local laws, rules, and requirements applicable to a tribal medical clinic.
5. Experience scheduling patients and coordinating provider's schedules.
6. Experience utilizing an Electronic Health Record, Greenway experience (preferred).
7. Experience monitoring and ensuring compliance with policies and procedures and applicable local, state, and federal law and requirements including but not limited to HIPAA,
8. Ability to operate office machines such as scanners, faxes, and copiers.
9. Proficient computer and keyboard skills.
10. Ability to provide assistance in a professional, culturally appropriate, and compassionate manner.
11. Well organized, Pay attention to detail
12. Ability to multi-task while meeting competing deadlines.
13. Ability to effectively communicate both in writing and orally.
14. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
15. Must be able to work in a team environment.
16. Strong organizational, communication and interpersonal skills preferred.
17. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

PREFERRED:

1. Experience with inventory control.
2. Experience with telehealth care delivery systems.
3. Experience collecting and reporting data.

Behavioral standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers, and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

APPLICATION INSTRUCTIONS

Application must be filled in completely (Do not write see resume). APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: _____

Date: _____

Employee: _____

Date: _____