



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

VACANCY ANNOUNCEMENT

POSITION TITLE: PURCHASE REFERRED CARE/MEDICAL BILLING SPECIALIST

SUPERVISOR: BILLING AND BENEFITS MANAGER

OPEN: OPEN UNTIL FILLED

SALARY: \$37,544.00-\$53,040.00 DOQ/DOE

REPRESENTATIVE DUTIES INCLUDE: . This is a dual role position responsible for Purchased Referred Care (PRC) and Medical Billing functions within the Health Department. The PRC program is funded and regulated through Indian Health Service (IHS) and is intended to supplement and complement other available healthcare resources for eligible participants. This position supports PRC eligibility, referral coordination, claims and Explanation of Benefits (EOB) review, prior authorization processes, payment review, and medical billing functions to ensure compliance with tribal, IHS, payer, state, and federal requirements while working closely with patients, providers, outside facilities, insurance carriers, and internal staff to support timely access to care, accurate claims processing, appropriate reimbursement, and compliance with payer of last resort requirements. Coordinate with internal and external partners to ensure PRC program funds are expended only in accordance with payer of last resort requirements. Process PRC applications, annual updates, and eligibility determinations in accordance with IHS, tribal, and departmental requirements. Request, review, and document cost estimates from outside providers and facilities prior to authorizing services, when applicable.

MINIMUM QUALIFICATIONS:

1. High school diploma or GED.
2. Minimum of two (2) years of experience working as a PRC Specialist in a tribal health or IHS facility.
3. Minimum of two (2) years of experience working in a medical office, clinic, hospital, or healthcare billing environment .
4. Minimum of two (2) years of experience using an electronic health record and/or medical billing system.
5. Working knowledge of insurance billing, claims processing, EOB review, prior authorization processes, and reimbursement practices.
6. Working knowledge of ICD-10-CM, HCPCS, and CPT coding.
7. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
8. Must be able to work in a team environment.
9. Strong organizational, communication and interpersonal skills preferred.
10. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

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.

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

6/4/2026

MUST RECEIVE APPLICATIONS: Open Until Filled. The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: ____ Date: _____