



Choctaw Health Center

Dental Program
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4030

JOB ANNOUNCEMENT #121142

POSITION: Dental Administrative Assistant-Timekeeper
SALARY: Tribal Pay Scale Grade 12
SUPERVISOR: Dental Office Manager
JOB LOCATION: Choctaw Health Center and other locations
TYPE OF EMPLOYMENT: Regular FullTime/Non-Exempt/Essential
OPENING DATE: SEPTEMBER 30, 2024 ~~SEP 30 2024~~
CLOSING DATE: OCTOBER 14, 2024 OR UNTIL FILLED

Mission Statement: *The Mission of The Choctaw Health Center is to raise the health status of the Choctaw People to the highest level possible.*

Vision Statement: *Our vision is to achieve a healthy community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.*

The Choctaw Health Center is a 20-bed hospital centrally located in Choctaw, Mississippi off State Highway 16 West on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine, and Tucker. It serves approximately 11,000+ members of the tribe's population across a ten-county area in central Mississippi. It is a 180,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water. The Dental Program serves the comprehensive dental needs of the Mississippi Band of Choctaw Indians' communities and other eligible patients in these locations.

Scope of Service and Effect:

This position is the designated timekeeper for the program. This position assists the Dental Program in the processing and renewal of contracts. This position processes all services provided by independent providers/vendors for payment and records those services in RPMS. This position collects and verifies all third-party resources patients have and documents those resources in the correct CHC software.

Responsibilities and Duties:

- Responsible for all secretarial and clerical duties related to the processing and tracking of contracts with dental providers, specialists, vendors, and dental laboratories used by the dental program.
- Prepares payment vouchers and purchase orders for the payment of dental services by independent contractors monthly in a timely manner.
- Interviews patients to obtain all pertinent Patient Registration information, demographic, and insurance information. Obtains, verifies and records the patient's eligibility for Medicaid, Medicare, and private dental insurance in Dentrix Enterprise.
- Assists patients in understanding and helping complete the patient registration process to determine third-party eligibility coverage for dental services.
- Responsible for scheduling patient appointments with dental specialists for referred care as requested by dentists and transmitting radiographs and other pertinent patient information to the specialist's office. Responsible for following HIPPA and other regulations when transmitting patient's health information and using every means possible to protect patient's personal and health information.
- Responsible for collecting and inputting patient registration information. Collects NPP forms and patient's signatures for release of information and assignment of benefits forms.
- Responsible for the clerical duties necessary for the completion of travel authorizations and ensuring travel paperwork is submitted once the employee returns from travel.
- Assists in greeting and checking in dental patients for their dental appointments and having the patient fill out any necessary paperwork prior to their appointment.
- Assists as needed in scanning health questionnaires, informed consent forms, and other documents into the proper location in the Dentrix Enterprise electronic dental record (EDR).
- Assists in scheduling dental appointments for the Dental Center clinic in the EDR.
- Responsible for keeping and maintaining a neat and orderly work area.
- Must be available for occasional special projects that might require community work, travel, or working past set working hours.
- Has timekeeper duties
- All other duties as assigned.

Hours Worked:

The Dental Program's normal working hours are Monday through Friday, 7:30 am to 4:00 pm with an hour lunch break. Employees are expected to report to work about ten minutes before the start of the workday. If dental emergencies present, staff may need to work outside of these hours. The dental program is closed for all MBCI Tribal Government holidays.

Work Environment:

The work environment characteristics described here are representative of those an

employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. There is a potential for exposure to infectious diseases.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include depth perception, reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors, and staff.

Job Hazards:

The employee may occasionally be exposed by patients to airborne illnesses and diseases.

Other Requirements of the Position:

- Fully uphold all principles of confidentiality and patient care.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy, and dependable manner with patients, employees, and vendors.
- Possess cultural awareness and sensitivity.
- Must have a positive, friendly, upbeat, and accommodating tone; and
- Must possess a strong work ethic and team player mentality.
- Must obtain Healthcare BLS certificate within 90 days of employment and maintain current BLS certificate.
- Skills in the use of standard office equipment and procedures such as Fax machines, copiers, computer software (MS, Word, Excel, etc.).
- Must master Dentrix Enterprise, Oracle Health and RPMS within 6 months of hire.
- Ability to maintain records and prepare legible reports.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.
- Ability to work cooperatively in an honest, trustworthy, and dependable manner with management, staff, vendors, and patients.
- Ability to prioritize, organize, and complete tasks in a timely and independent manner with strong diligence, be able to multitask and perform job duties in a timely manner.
- Work in conjunction with the Dental Office Manager to manage day-to-day operations of the front office.
- Be customer service oriented and able to always communicate with a pleasant

demeanor.

Qualifications:

- Five to seven (5-7) years of work experience in the healthcare field in a Medical or Dental office setting or equivalent.
- Experience working with electronic health records and patient insurance records.
- High school diploma plus one year of college level coursework. An AA degree in business, applied science or certification of medical assistant is preferred.
- Fluent in Choctaw preferred.
- Must possess a valid Mississippi driver's license, automobile liability insurance and have dependable transportation and telephone.
- Successful completion of criminal background investigation and pass a pre-employment drug test.

In accordance with the Choctaw Health Center Employee Health Program, an employee screening will be performed upon hire. Employees are encouraged to continue to receive routine examinations with their clinical provider of choice.

*****CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE*****

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such a waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P. O. Box 6033, Choctaw Branch
Choctaw, MS 39350