



Choctaw Health Center

Women's Wellness Center
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4420

JOB ANNOUNCEMENT # 480131

POSITION TITLE: Secretary/Patient Registration Clerk

SALARY: Tribal Pay Scale Grade 9

SUPERVISOR: Women's Wellness Center Coordinator

JOB LOCATION: Choctaw Health Center

TYPE OF EMPLOYMENT: Regular Full - Time/Non-Exempt/Essential

OPENING DATE: NOVEMBER 05, 2024 ~~NOV 05 2024~~

CLOSING DATE: NOVEMBER 19, 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 health 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 of 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 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.

Scope of Service and Effect:

The Secretary/Patient Registration Clerk will perform clerical duties in the Women's Wellness Center. This involves knowledge of the Choctaw Health Center and the Women's Wellness Center policies/guidelines and the ability to apply this knowledge in all aspects of performing duties at Women's Wellness Center, including answering inquiries in person, by phone, e-mail, or passing information on to the proper staff members. Services are provided to OB/GYN and Well Women with an emphasis on preventative /wellness care in the WWC on an outpatient basis. Direct guidance and supervision provided by the WWC Coordinator. The work of the Secretary/Patient Registration Clerk will help to maintain a smooth flow of operations for the WWC. In addition to the Secretarial Responsibilities and Duties of the position, the Secretary/Patient Registration Clerk will also serve as first relief for the WWC Appointment/Patient Registration Clerk in the event of absence and is responsible for the Responsibilities and Duties of the Appointment/Patient Registration Clerk when requested by Supervisor.

Responsibilities and Duties:

1. The incumbent will perform clerical duties as well as answer the telephone and relay pertinent information/message to appropriate staff members; maintain an adequate supply of forms and supplies for the WWC; photocopy forms as needed, etc.
2. The incumbent will assist in the collection of information for quality improvement/management studies.
3. Performs all functions of official timekeeper for the Women's Wellness Center. Maintains records of leave and days off for auditing purposes. Records are available in Time Force.
4. Preserves confidentiality of patient information in accordance with the Privacy Act Regulations.
5. The incumbent will assist the appointment clerk with reception and appointment duties as needed.
6. The incumbent will act as relief receptionist for the Women's Wellness Center, making contacts with patients, visitors, personnel, salesmen, etc. Knowledge of hospital procedures regarding release of information is required.
7. The incumbent will possess computer skills and be competent in using the electronic health records system for making appointments as requested by patient and provider. The incumbent will be responsible for sending appointments by mail when requested.

8. Interviews patients to obtain pertinent Patient Registration information, demographic, and insurance information.
9. Obtains and verifies the health record in Cerner Patient Registration System for Medicaid, Medicare, Workman's Compensation, and private/commercial insurance eligibility information for all patients.
10. Completes Medicare Secondary Payer Questionnaire for Medicare beneficiaries in Cerner system.
11. Assist patient to understand Patient Registration process to determine appropriate response to questions and communicates appropriate information needed to patient to complete Patient Registration eligibility.
12. Conducts the check-in and check-out of patients for the clinic visit through the current system. Provides notification of patient appointments in conjunction with the scheduling system.
13. The incumbent will attend and participate in team meetings.
14. The incumbent will be required to be courteous, tactful, and capable of using own judgment in dealing with incoming calls, it is necessary to be familiar with all hospital personnel and the function of each department to be efficient in transferring calls to the appropriate personnel, relaying of messages and giving general information.
15. Must be able to assist other clinics with Secretary/Patient Registration Clerk duties, when assigned.

Hours Worked:

This is an essential non-exempt position. The Women's Wellness Center hours of operation are Monday through Friday 8:00 AM through 4:30 PM.

Work Environment, Physical Demands, and Job Hazards:

There is common exposure to contagious disease. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, relatives, and/or visitors. There is a considerable amount of walking/moving, bending, sitting, and lifting, often in excess of fifty pounds. The ability to cope with a stress-laden environment is essential.

Other Requirement of Position:

1. Ability to work in a team environment.
2. Must have knowledge of medical terminology.
3. Must have typing skills.

4. Good oral communication skills.
5. Must be self-motivated and able to complete talks in a timely manner.
6. Must exhibit proficient computer skills to navigate Electronic Health Record System in performance of Responsibilities and Duties.
7. Must have a thorough understanding of and an advanced proficiency in using Microsoft office Suite (Word, Excell PowerPoint, and Outlook).
8. Fluent in both Choctaw and English languages and the ability to readily translate English into Choctaw and Choctaw into English is required.
9. Must be able to work independently and without constant supervision.

Qualifications:

1. A high school diploma, a General Education Development (GED) certificate or its equivalent is required. **(REQUIRED DOCUMENT MUST BE ATTACHED TO APPLICATION)**
2. Degree or certificate as a CNA, Medical Assistant, Health Information Technology, or prior experience in a healthcare related field preferred. **(Attach copy of college transcript or diploma to application)**
3. Must possess a valid Mississippi driver's license, automobile liability insurance and have dependable transportation and telephone. **(Attach copy to application)**
4. 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 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