

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title: Sponsorship Program Specialist

Department: Health

Reports To: PRC Manager

Status: Non-Exempt

Salary Level: \$18.15 to \$25.41 per hour/ (\$37,759 to \$52,863) Annually

Level: B23

Opens: June 27, 2024

Closes: July 11, 2024

SUMMARY: The primary purpose of this position is to identify patients with eligibility for LTBB sponsorship of insurance premiums to reduce Purchased/Referred Care expenditures and enhance revenue within the LTBB Health Department. Provides excellent customer service and represents LTBB Health Department in a professional and positive manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides excellent customer service to clients, vendors and fellow employees. Represents the LTBB Health Department in a professional and positive manner.
- Expand the sponsorship footprint of the LTBB Health Department and identify new ways to reduce expenditures and enhance revenues.
- Receive referrals from LTBB Pharmacy and Purchased/Referred Care for patients that may qualify for sponsorship programs
- Run reports in RPMS to identify uninsured and underinsured patients that may benefit from LTBB sponsorship programs
- Make appointments with patients to enroll in insurance coverage and update the patient and LTBB Health Information Systems with new insurance coverage information
- Complete applications for premium and cost sharing assistance programs, including the Medicare Savings Program and Extra Help program
- Assist tribal citizens nationwide in identifying premium and cost sharing assistance programs available in their state of residence
- Performs and provides continuous research and updating of information involving changes in rules and regulations for CMS programs and the Federal Insurance Marketplace.
- Serve as the main point of contact for the LTBB Medicare Reimbursement Program
- Process Medicare Reimbursement Program applications according to program guidelines
- Maintain Microsoft Excel tracking spreadsheets for sponsorship programs and the LTBB Medicare Reimbursement Program

- Maintains client information in the strictest confidence as medical privileged personal information, following HIPAA and LTBB confidentiality expectations.
- Works as a team with other Purchase Referred Care staff to ensure that all Purchase Referred Care duties are completed; including front desk coverage as necessary.
- Attends appropriate training as needed and required.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

High school diploma or GED required with one year of completed college courses required. Five years of experience in professional office setting with some health services or accounting experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Must be able to work in stressful situations while maintaining a professional demeanor and positive working environment. Must be able to build and maintain professional working relationships with outside entities. Must be friendly and personable and able to accept constructive feedback from supervisor. Must be able to multi-task and thrive in fast paced, busy working environment. Must have a strong attention to detail. Must maintain accurate and organized records of all sponsorship and reimbursement programs. Must possess strong computer skills (Microsoft Word, Excel, and Outlook). Must be able to type 50 wpm and able to create formulas in Excel and maintain Excel spreadsheets. Must have strong written skills and be able to compose a professional business letter, memo and report. Must be able to verbally communicate in a clear and confident manner; in person and on the phone with patients, coworkers and outside entities. Must be able to operate copiers, fax machines and calculators. Must be proficient in basic math. Must be willing to travel occasionally, possibly including air travel and several consecutive nights. Must be reliable and able to follow work rules and schedule.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid driver's license, reliable transportation and be insurable for duration of employment.

COMMENTS:

Indian preference will apply. Candidates must pass a thorough background investigation, including criminal and employment. Individual must have a positive job history, including LTBB. Individual must take a TB test and get annual influenza vaccination due to working in a healthcare environment.