



White Earth Reservation Tribal Council

P.O. Box 418

White Earth, Minnesota 56591

Tel. (218) 983-4646

Fax (218) 983-4343

Job Announcement

Position: Quality Assurance Coordinator

Location: White Earth, MN.

Pay: DOQ

Benefits: Full

Open: 05-15-17

Close: 05-26-17

Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified candidate to oversee the other behavioral health quality assurance billers and coders. This position will support the quality assurance process for White Earth Behavioral Health client care. The Quality Assurance Coordinator is responsible for monitoring the Electronic Health Record and ensuring that care is delivered appropriately and the stands of quality and safety are adhered to.

- Review electronic health record data for continuous quality improvement by programs to maximize billing.
- Trains new and current staff as necessary on electronic health record documentation.
- Assists managers with improving productivity by staff in the electronic record; and service productivity.
- Oversees departmental billing and coding to ensure maximizing of claims.
- Communicate directly to Behavioral Health Director and external sources to ensure organization is represented in a professional manner.
- Works with Division Director to build an enhanced service delivery system to promote services.
- Performs other duties and responsibilities as required or assigned.
- Maintains good rapport with staff, organizational employees and external sources including local, state and federal representatives.
- Identifies programs not meeting performance expectations.
- Communicates respectfully and consistently with all team players to address ongoing billing/codes/productivity and E.H.R. issue.

Knowledge, Skills & Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the White Earth Behavioral Health Division.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Ability to work cooperatively within Behavioral Health, White Earth RTC, local, State and Federal meeting groups, committees and/or boards to make the work of the group successful and effective.
- Knowledge of billing and coding principles and ability to apply them to electronic health records.
- Ability to train employees.
- Ability to write procedure manuals and bulletins.
- Skilled in working independently and as part of a team.
- Ability to apply general rules to specific problems to produce logical answers.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office and electronic health records. (Word, Excel, PowerPoint, Outlook, Procentive, DAANES, SAMMS, MNITS).

Qualification:

- Bachelor's Degree in business/management/financial; or equivalent of education and experience in a related health field.
- Skilled in medical billing and coding.
- Skilled in operation of multiple electronic health records.
- Valid Driver's License and insurance for travel between sites and other business related destinations.
- Must be able to pass a criminal background check and drug screening.

Send applications to:

White Earth Tribal Council

Attn: Personnel

P.O. Box 418

White Earth, MN 56591

Download applications at:

www.whiteearth.com

EEO with Native Preference

*A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment
Background Checks performed*

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