



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**\*\*RE-ADVERTISED\*\***

**POSTING NO: 017-20**

**OPENING DATE: 12/24/2019**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** PRC Manager  
**PAY GRADE:** E7 (\$24.11/hr. - \$34.96/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Health Services  
**REPORTS TO:** Director, Administrative Services  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Achieves the Purchased/Referred Care (PRC) program goals and objectives by planning, directing, monitoring and evaluating the daily operations of departmental functions and staff. Ensures the efficient and effective coordination of health services for patients with referrals to external health providers.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Reviews and confirms preliminary assessment made by staff regarding patient eligibility for Isleta PRC services with consideration of such factors as tribal descendant, patient age, place of residence, availability of alternative resources, and student status.
- Provides guidelines to staff for direction of referrals based upon patient's health plan or insurance requirements, medical need and/or availability of contracted providers.
- Provides guidelines to staff for prioritization of application processing based upon immediacy of medical need.
- Estimates individuals' cost of care based upon factors such as availability of other insurers/ resource, DRGs and LOS rates, market costs, and contract terms.
- Provides utilization review and case management services to assure the effective utilization of purchased/referred care resources.
- Confers with medical director on medical need determinations as necessary.
- Monitors status of inpatients to control utilization and plan for discharge.

- Identifies and monitors potentially high-cost cases.
- Submits Catastrophic Health Emergency Fund (CHEF) applications.
- Prepares Alternate Resource Liability forms when appropriate for the recovery of medical costs resulting from third party negligence.
- Maintains effective relationships with fiscal intermediary to assure timely payment, resolution of pending claims and other issues or problems.
- Monitors actual expenditures and pending commitments and recommends corrective actions to prevent budget over-runs.
- Compares estimated to actual cost for individual patients to refine estimation techniques and monitor expenditure.
- Works with administrative and medical staff to identify contract requirements, negotiate rates, and assure the availability of an adequate network of providers to meet patient needs.
- Inputs and analyze data on program activities and performance.
- Prepares reports and correspondence and assures that records are organized.
- Maintains effective liaison with purchased/referred care providers and their staffs.
- Hosts regular staff meetings to ensure communication among staff regarding department related activities.
- Maintains current working knowledge of trends in purchased/referred care management.
- Keeps leadership and other departments informed of status of department activities by attending meetings and submitting reports.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Ensures compliance with HIPAA regulations.
- Maintains confidential information.
- Performs other duties as assigned.

#### **SUPERVISION RESPONSIBILITIES:**

- Supervises Patient Referral Coordinators and PRC Accounting Clerk; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Hires, evaluates, disciplines and develops support staff.

#### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Bachelors' Degree in Health Science, Public Administration or related field.
- Three years' experience in health care setting with a minimum of two years' supervisory experience.
- Must be able to pass a TB screening.
- Must be able to provide evidence of current immunizations.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

#### **KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements, including, including patients' rights and confidentiality.
- Knowledge of department organization, functions, objectives, policies and procedures.

- Knowledge of medical and dental billing requirements, Medicaid, Medicare, Worker's compensation and other insurance programs.
- Knowledge of medical terminology.
- Knowledge of CPT-4, ICD-10, HCPCS and CDT coding.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in making effective decisions in emergency situations.
- Skill in operating various word-processing, spreadsheets, and database software programs in Windows environment.
- Ability to analyze situations and adopt appropriate course of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to make solid decisions and independent judgment.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to maintain confidentiality.

**PHYSICAL DEMANDS:**

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

**WORK ENVIRONMENT:p**

- Work is generally performed in an interior/clinical setting with a moderate noise level.
- Employee may be exposed to unpleasant odors, bodily fluids, blood borne pathogens, hazardous material and infectious disease.
- Situations may occur where surgical masks, safety goggles, gloves and protective face shield are needed.
- Frequent interaction with the public.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.