



Ho-Chunk Nation

Job Description



TITLE: Provider Network Manager		JOB CODE: PRNM
GOVERNMENT – EMPLOYEE		EEO: 6
Non-Exempt Flex		PAY GRADE: 27
FUNDING SOURCE: IHS/NPD		NATIVE AMERICAN PREFERENCE

“All employees are subject to the Drug, Alcohol and Controlled Substance Policy.”

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

This position is essential for the Ho-Chunk Nation Health Department fiscal growth and sustained revenue generation through initiation of essential provider (defined as medical, pharmacy, dental, and optical services) third party insurance contracts and continuous maintenance. This position is also responsible for initiating and maintaining credentialing of health care providers and stewardship of credentialing files.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Complete, submit and maintain all health and pharmacy contracts for third party billing purposes daily.
2. Maintain current list of contracted companies, as well as build and maintain credentialing and contract databases weekly.
3. Set up newly contracted companies in NextGen and Pharmacy software monthly.
4. Set up and maintain credential files on all providers monthly.
5. Credential new providers and submit necessary paperwork for third party billing monthly.
6. Communicate with Third Party Insurance Plan Providers, Division Directors and Ho-Chunk Nation Executive Departments for contract processing weekly.
7. Diversify clinic revenue streams through collaboration with health divisions and directors; as well as by monitoring patient insurance files to determine contracting needs daily.
8. Maintain knowledge and understanding of all applicable laws, including the Affordable Care Act monthly.
9. Perform other duties as assigned by supervisor.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Develops strategic plans and interprets policy
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with officials and executives
Freedom to Act	Operates with significant independence



MINIMUM QUALIFICATIONS

EDUCATION:

1. Bachelor's Degree or higher in a health related field.

ESSENTIALS:

1. Valid driver's license, dependable transportation, and proper insurance required.
2. Must live and promote a healthy, non-abusive lifestyle.

EXPERIENCE:

1. Three (3) years of health and/or pharmacy contracting experience.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Advanced knowledge of healthcare and insurance terminology.
2. Advanced knowledge of using Microsoft Office programs.
3. Knowledge of provider credentialing process.
4. Ability to develop and maintain effective working relationships with a variety of individuals and groups in a complex, multicultural environment including interacting with co-workers and the general public with objectivity, respect, courtesy, empathy, tact, and maturity is required.
5. Ability to develop and follow processes to complete a task.
6. Ability to work with limited supervision.
7. Effective communication skills.
8. High capacity for problem solving.
9. Ability to develop highly organized filing systems for credentialing and contracting.
10. Familiarity and experience with utilizing the Wisconsin Medicaid Portal.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. The Health Finance Director ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work

WORKING CONDITIONS

1. Ability to sit at a computer workstation for long periods of time (greater than 80% of the time) with intermittent standing and walking throughout an 8-hour shift.
2. Possess the necessary hand dexterity for typing and writing for long periods of time.
3. Ability to view computer screens for long periods of time.
4. Maintain a clean and healthy work environment.
5. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and other electrical office equipment.
6. Any physical demands of the position should be listed on the Physical Demands Worksheet referenced.
7. Travel may be required for job related trainings