

## **Position Description**

### Health Finance Manager

Location: Lower Sioux Health Care Center

Hours: 40 hours per week within the parameters of 0800-1700, M-F with possible weekend or evening travel and work required

Wage: Dependent on qualifications

Reports to: Clinic CEO

#### General Summary:

Lower Sioux Indian Community (LSIC) in the State of Minnesota owns and operates Lower Sioux Health Care Center (LSHCC), a health center offering the service lines of medical, dental, optical, pharmacy and community health services to the community members, employees of the LSIC and American Indian/Alaska Natives served by the tribe. The Health Finance Manager will work within the LSHCC providing daily operations leadership. Develops reports, budgets, and provides data supporting short-term and long-term decision-making around the services lines, supporting the strategic plan of the LSHCC and LSIC.

#### Job Responsibilities:

- Responds to telephone calls and inquiries via email, fax and mail correspondence in a timely manner
- Supervises receptionist/scheduler, retail optical specialist
- Collaborates with dental office manager and pharmacist regarding finances for respective areas
- Works with health care providers, professionals, patients and compliance entities to assure value of service and/or procure payment for the organization
- Participates in meetings and planning sessions with LSIC leaders, staff and consultants
- Develops policies and procedures for health finance
- Works with health care team on quality improvement initiatives
- Handles collections on unpaid accounts
- Assists with workman compensation claims
- Addresses questions of patients and payors
- Trains staff to address common processes and questions such as registration, eligibility or payment information
- Produces monthly, quarterly and annual reports collaborating with the LSIC Finance Department
- Policy and procedure development, maintenance, to meet accreditation requirements

- Assists with application and ongoing reporting processes for health care insurers and new programs (e.g. Centers for Medicare Services, Medicaid, Veteran's Affairs, etc.)
- Reviews invoices owed by the LSHCC
- Represent Lower Sioux Indian Community in a professional manner; follows dress code and code of conduct
- Attends required educational training sessions
- Perform other duties as assigned

Qualifications:

- Associate or bachelor's degree from an accredited college or university in a finance and/or health finance field
- Prior experience in health care
- Experience using Microsoft Office programs; proficiency with Excel
- Valid MN driver's license
- Must be insurable under the tribe's auto insurance
- Demonstrated organizational and planning skills
- Knowledge and understanding of American Indian/Alaska Native culture
- Ability to maintain confidentiality
- Ability to maintains positive working relationships with patients and staff
- Subject to drug screen and background checks

Physical Requirements:

Bending, stooping, sitting, lifting, standing, carrying, walking for long periods; getting in and out of vehicles.

NATIVE AMERICAN PREFERENCE

Questions may be directed to:

Darin Prescott

Clinic CEO

[darin.prescott@lowersiouxhealth.com](mailto:darin.prescott@lowersiouxhealth.com)

507-697-8901