



**LAC COURTE OREILLES  
COMMUNITY HEALTH CENTER**  
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

**Telephone: 715-638-5100**  
**Administration Fax: 715-634-6107**  
**Medical Records Fax: 715-634-2740**

**Position:** Purchase / Referred Care Clerk

**Location:** Lac Courte Oreilles Community Health Center

**Salary Range:** \$17.00-\$20.00 per hour

**Hours:** Monday –Friday 8am-4:30pm

**Posting Date:** August 1, 2022

**Closing Date:** August 12, 2022

**Description of Position:**

The Purchase / Referred Care (PRC) Clerk will process clean claims and issue denials. The PRC Clerk will work closely with the Referral Coordinator and assist patients with eligibility for the program.

**Qualifications:**

- High School diploma or equivalent required.
- Associates Degree-Business or 2 (two) or more years of experience in a business office setting required.
- Excellent computer skills required, including word processing and spreadsheets.
- Experience or knowledge of basic bookkeeping with accounting software preferred.
- Business office setting required.
- Medical billing and terminology preferred.
- Able to follow and abide by processes and policies.
- Must be able to work independently, as well as with a team.
- Ability to communicate effectively with patients, physician, coworkers and vendors.
- Ability to remain neutral in conflict of interest circumstances.
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.
- Valid Wisconsin Driver's license.
- Valid Vehicle Insurance.
- Must be able to pass pre-employment and random drug screening.
- Must be able to pass a criminal background check.

**Major Duties and Responsibilities:**

1. Process clean CMS 1500 and UB claims.
2. Monitor Emergency Room reporting line.
3. Assist patients in obtaining/applying for Benefits/Alternative Resources.
4. Issue denial letters for patient services and to vendors.
5. Submit timely payables to accounting.
6. Contact/receive calls from vendors and patients.
7. Enforce Purchased/Referred Care policies and guidelines regarding eligibility.
8. Scanning and Filing.
9. Attend all meetings and trainings as requested by PRC manager.
10. Maintain a high level of confidentiality at all times.
11. Facilitates a harmonious work environment, whereby treating all coworkers with respect and dignity. Maintain a safe work environment.
12. Must maintain infection control standards.
13. Identify problems, research and recommend resolutions.
14. Skills in exercising a high degree of initiative, judgment, discretion, and decision-making.
15. Participate on the Incident Command Team as assigned by management.
16. Responsible for reporting Adverse Incidents.
17. All other duties assigned by the PRC Manager.

**Supervision and Guidance:**

The PRC Clerk reports directly to the PRC Manager with oversight by the Health Director.

**\*Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

**Letter of Interest**

**Resume**

**Credentials**

**Proof of any stated Qualifications**

**Three (3) letters of recommendation**

**Academic transcripts**

**Application Information:**

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center  
Human Resources  
13380W Trepania Road

Hayward, Wisconsin 54843  
(715) 638-5132  
(715) 634-6107 FAX

***The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Indian Preference will be given to candidates of equal or comparable qualifications.***

08/01/2022