



## Inter Tribal Health Authority (ITHA)

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| <b>Job Title:</b>     | <b>NIHB Claims Processor (Medical Supplies and Equipment and Vision Care)</b>   | <b>Job Category:</b>    | Non-Supervisory   |
| <b>Location:</b>      | Nanaimo, BC   | <b>Travel Required:</b> | Occasional travel required (up to 3 times annually); occasional overnight travel required (up to 1 to 3 times annually) |
| <b>Contact:</b>       | Janet Watts, HR Administrator   | <b>Date posted:</b>     | January 20, 2012  |
| <b>Position Type:</b> | Part-time, Monday to Friday, 25 hours per week. This is a term position to March 31, 2013 (possibility of extension). | <b>Posting Expires:</b> | February 3, 2012  |

### Applications Accepted By:

**FAX OR E-MAIL:** 250-753-5224 OR [janet@intertribalhealth.ca](mailto:janet@intertribalhealth.ca)

**SUBJECT LINE:** Application for NIHB Claims Processor

**ATTENTION:** Janet Watts, HR Administrator

### Job Description

#### ROLE AND RESPONSIBILITIES – for full description please [click here](#)

Reporting to the Supervisor, Non Insured Health Benefits (NIHB), this position arranges and processes Medical Supplies & Equipment (MS&E) and Vision claims. Provides information to clients, providers and health care professionals regarding the NIHB program. Maintains statistics, client and procedural files; ensures that reporting is done in a timely and accurate manner. Position duties are as follows:

#### Medical Supplies & Equipment

- Processes claims for MS&E including the review, assessment and approval or denial of prior approvals in accordance with guidelines set forth by Health Canada
- Reviews and assesses MS&E costs for the purpose of making purchasing decisions that are based on reasonable prices and quality products.
- Prepares claims for approved payments.
- Responds to enquires from clients, providers and health care professionals including questions pertaining to eligibility requirements, procedures, appeals and benefits covered by ITHA.

#### Vision Care:

- Obtains all necessary documentation when Vision Care requests are received from the provider. If required documentation is missing, ensures that it is received by contacting the holder(s) of the information.
- Ensures that clients are eligible to receive benefits, enters the pertinent information into the database and verifies that all information is correct; processes claim.
- Processes invoices of eye exams, glasses and repairs for payment.
- Prints approval or rejection of vision claims and faxes to appropriate vendor(s).
- Updates database as required.
- Assists in the coordination of Vision Care Clinics with the communities

#### General:

- Prepares NIHB invoices for batch entry, data enters NIHB invoices and credit notes, checks batches for errors or omissions, makes corrections and posts batches.
- Submits invoices to Finance for payment.
- Assists in the creation of presentation materials
- Ensures files are maintained and up to date



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- Prepares activity reports as requested.
- Responsible for any changes to program/vendors.
- Provides support for other NIHB programs as required.
- Performs other related duties as may be assigned from time to time.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Knowledge required would typically be acquired through the completion of a Certificate or Diploma in a related field (e.g. MOA, Pharmacy Technician, LPN), plus 2 to 3 years of directly related experience.
- Knowledge of Non Insured Health benefits an asset.
- Ability to interpret Health Canada's program guidelines for the NIHB program for MS&E and Vision Care.
- Have an understanding of First Nations culture and practices.
- Possess an intermediate ability/knowledge of Microsoft applications (i.e. Access, Excel, Word, PowerPoint and Publisher), including an ability to create letters, memos, faxes, spreadsheets, simple Excel formulas, presentations and data entry ensuring a high accuracy rate, as well as a good working knowledge of MS Outlook (i.e. calendaring and scheduling, e-mail, tasks, etc.)
- Strong communication (i.e. excellent verbal skills to liaise effectively with internal personnel, external clients, member nations), presentation (i.e. to provide informational workshops in member First Nation communities) and writing (i.e. prepare plans, reports, correspondence and other documents) skills.
- Ability to develop and maintain strong working relationships with internal and external clients.
- Possess a strong work ethic with excellent interpersonal, time management, organizational and multi-tasking capabilities.

### ADDITIONAL NOTES

- Valid Class 5 BC drivers' license and good driving history.
- Will require completion of a Criminal Records check.