

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
WEBSITE ADDRESS: cskt.org/personnel
E-mail melanie.piedalue@cskt.org**

******V A C A N C Y A N N O U N C E M E N T******

TITLE: Paid Care Registration Coordinator

LOCATION: Tribal Health Department – St. Ignatius

SALARY: \$15.26 - \$17.54 per hour, plus benefits (May be employed under contract)

CLOSING DATE: Monday, June 8, 2026 at 5:30 p.m. (MST)

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.**

General Description of work:

- Greets recipients and visitors in a prompt, courteous and helpful manner
- Responsible for registering new patients and creating new patient charts per current procedure
- Verify recipient address, telephone number, and insurance with every contact
- Exhibit excellent customer service
- The position is a combination of patient advocate and referral point, and high-volume computer data entry work
- Will support Paid Healthcare Patient Account Representatives as needed
- Responsible to receive and make calls to medical providers and other facilities for the exchange of health information according to HIPAA regulations,
- Responsible for overseeing incoming/outgoing communications including faxes, email, etc. related to patient registration
- Employee must also have knowledge of local medical vendors, providers, specialty care, networks, and who to contact for authorizing medical care after eligibility has been determined
 - using the THD patient registration process.
- Assists in ordering any and all patient registration supplies, as needed
- Assists in quality improvement measures including but not limited to patient satisfaction and patient complaints
- Answers or appropriately redirects questions from patients and the general public regarding services provided by the facility
- Maintains work area and identifies safety hazards and reports them to housekeeping supervisor and /or other responsible official in a timely manner
- Attends meetings as required
- Complies with all applicable Tribal Health and CSKT policies
- Is a consistent advocate of the Tribal Health Promise
- Notifies Paid Care Registration Manager of angry/hostile recipients

- Assists Tribal Health Beneficiaries in completing patient registration
- Exercises time management, good attendance, organization and workload management
- Understands office procedure, policy changes and changes to pertinent laws
- Identifies and works to resolve work flow or IT system issues with RPMS
- Issues ACA letter to those recipients that are THPC eligible as requested
- Addresses errors in Paid Care registration errors
- *Request a copy of position description for full details.*

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

- An Associate's degree in Sociology, Social Work, or Business Management or a medical related field or 2 years' experience in Patient Registration and secretarial work in health administrative office.
- Must possess a valid driver's license.
- Experience with the RPMS computer system, FI computer system, fax machine, scanning is preferred, but not required

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts, certifications, licensure, etc.
3. Copy of driver's license.
4. Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040, or personnel@cskt.org

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS

FOR MORE INFORMATION: Contact Rhonda Hendren at THD (406) 675-2700 Ext. #5029