

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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******V A C A N C Y A N N O U N C E M E N T******

TITLE: Medical Review RN

LOCATION: Tribal Health Department – St. Ignatius

SALARY: \$33.79 to \$38.84 per hour, plus benefits
May be employed under contract

CLOSING DATE: Monday, August 3, 2026 at 5:30 p.m. MST

SPECIAL CONDITIONS:

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.**

- The Medical Review Nurse (MR, RN) is responsible for managing the Tribal Health Paid Care (THPC) pre-authorization referrals for TH recipients, assisting internal / external providers with information regarding these referrals and managing the medical review process for THPC in cooperation with a Medical Clinician. This position will also be responsible for the implementation and administration of the Deferred Services Program. CSKT Enrolled tribal members needing medical assistance not typically covered by the Paid Healthcare Program have the option of seeking deferred services program approval. These are services that have been **rated** by the THPC and CSKT enrolled members will be the population served. Occasionally special request for deferred services coverage may be granted by the Business Office Executive Director or the THD Department Head.
- The Medical Review RN manages TH recipient's internal / external THPC pre-authorization referrals to ensure all medical information is available for medical determination by the THPC Medical Review Clinician. These referrals are brought to conclusion with provider/facility notification.
- The Medical Review RN reviews and rates internal / external THPC pre-authorization referrals within defined scope as to their appropriateness and by reviewing for completeness and requesting additional information to process pre-authorization
- The Medical Review RN is responsible for implementing case management and critical thinking skills to assess ER/hospital admits and refer cases to appropriate Tribal Health programs.
- The Medical Review RN provides consultation services to individuals/families in need of THPC services, majority of service is providing referral information and assistance throughout process.

- The Medical Review RN is responsible for management and maintenance of the THPC referral list to include notification to referring providers/facilities.
- The Medical Review RN develops and maintains working relationships with TH recipients, TH and private medical providers, nurses and medical specialists to assist with quality health care needs for TH recipients.
- The Medical Review RN will fully utilizes the TH Electronic Health Record, EPIC, for internal pre-authorization referrals submitted to THPC.
- The Medical Review RN will ensure all medical bills processed through the Deferred Services Program are paid in a timely manner. This includes documentation of all claims processed and a working balance of expenditures. The TH Department Head, Paid Healthcare Manager, and Business Office Executive will be given a dated, weekly report of approvals, obligations and amounts paid for the Deferred Services Program.
- The Medical Review RN will research and obtain medical records for claims previously denied by THPC for Deferred Services Program processing.
- Other duties as assigned.

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

- Must have a Bachelor's of Science in Nursing or Associates of Science in Nursing with MINIMUM of five (5) years' experience.
- Valid driver's license.
- Must pass a background and suitability check according to Public Law 101-630; the Indian Child Protection and Family Violence Prevention Act.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Request a copy of position description for full details.

SUBMIT:

1. Completed Tribal employment application.
2. Copies of relevant degree/academic transcripts, training certificates, and licensure.
3. Copy of a current valid driver's license.
4. Proof of enrollment in a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

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

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

FOR MORE INFORMATION: Contact Rhonda Hendren at 406-675-2700 ext. 5029