

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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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: Registration Coordinator (Level I, II)

LOCATION: Tribal Health Department—Various, MT

SALARY: \$15.39 - \$19.66 per hour, plus benefits (May be employed under contract)

CLOSING DATE: Tuesday, September 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.**

The Registration Coordinator is a full-time position, with the responsibility of providing administrative support to the Tribal Health medical staff including physicians, physician assistants, nurse practitioners, nursing, administrative staff and other allied health professionals.

The main objectives of the position are to work directly with the Revenue Cycle Division Manager in the following areas.

- Responsible for patient registration
 - for various Tribal Health clinics.
- Daily communication with patients and visitors via in-person, telephone, and text.
- Responsible to receive and make calls to medical providers and facilities for the exchange of health information according to HIPAA regulations. Responsible for overseeing incoming/outgoing communication including faxes, email, etc. related to clinic operations.
- Registration staff may assist Medical office managers with front office operations when necessary to support patient flow and clinic efficiency. Requests for duties outside of standard registration responsibilities must be coordinated with and approved by the Revenue Cycle Division Manager to ensure appropriate workload distribution and adherence to Revenue Cycle processes.
- Run daily, weekly, and monthly required reports as assigned.
- 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 in the facility.
- Maintain and respond to the recipient communication systems, answering overflow phone calls, taking complete and accurate messages.
- Ensures accuracy of patient demographic and insurance information to support clean claim submission and reduce billing errors.
- Performs real-time insurance eligibility verification and identifies coverage discrepancies prior to service.

- Supports revenue cycle performance by minimizing registration-related denials and delays in reimbursement.
- Escalates complex insurance or eligibility issues impacting patient access or reimbursement.
- Maintain appropriate filing systems relating to clinic and following Health Information Management procedures.
- Attend meetings or trainings as requested.
- Complies with all applicable Tribal Health and CSKT policies.
- Is a consistent advocate of the Tribal Health Promise as an integral part of the delivery of health care services.
- Other duties as assigned.
- *Request a copy of position description for full details.*

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

- Must pass a background and suitability check according to Public Law 101-630; the Indian Child Protection and Family Violence Prevention Act.

Level I

- High school diploma or GED and some experience is preferred

Level II

- High school diploma or GED AND a minimum of 2 years of progressively responsible experience in medical registration, healthcare administrative support, or revenue cycle operations

OR

- Equivalent combination of education, training, and experience demonstrating advanced competency in patient registration, insurance verification, and front-end revenue cycle processes
- Level II Registration Coordinators are expected to demonstrate advanced proficiency and independent performance in registration functions, including insurance eligibility verification, coordination of benefits, prior authorization workflows, and error resolution impacting revenue cycle outcomes.
- Must possess a valid driver's license.

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 Rhiannon McCrea at THD (406) 675-2700 Ext. #5047