

HOULTON BAND OF MALISEET INDIANS
Job Description
HEALTH DEPARTMENT
ADMINISTRATOR, PURCHASED AND REFERRED CARE (PRC)

Approved by Tribal Council: 08/04/2026

Status: Full-time, 40 hours per week

Supervisor: Assistant Health Director

Pay Range: \$22.60-\$25.00 per hour

Role: The PRC Administrator is responsible for the administration of Purchased and Referred Care Program, which provides payment for medical services rendered to the members of the Maliseet Tribal Community and members of other Federally recognized Indian Tribes.

Position Responsibilities:

1. Receive, document, and determine medical priority of all PRC requests from patients
2. Maintain a tickler file for all PRC Referrals.
3. Review and date all incoming PRC mail.
4. Enter purchase orders in RPMS for all eligible PRC requests.
5. Review bills, EOBs, and CPT and ICD-10-CM codes and pay purchase orders in the RPMS system, applying the Medicare-like rate when applicable.
6. Process referrals, purchase orders, and accounts payables.
7. Authorize payment for appointments, prescriptions, and purchase orders
8. Manage PRC budget including register collections, fund status reports and Document Control Register.
9. Prepare CHEF Applications as necessary.
10. Screen patients for alternate resource and comply with Indian Health Services alternate resource requirements. Assist patients with alternate resource application as necessary.
11. Prepare denials/deferrals
12. Maintain a good working relationship with Indian Health Services
13. Process monthly Pharmaceutical billing
14. Contact various providers as needed and assist the Health Director and Assistant Health Director in negotiating contracts with outside medical providers.
15. Prepare patient registration, eligibility, and other reports as requested.
16. Manage the marketplace premium pilot project.
17. Follow established HBMI PRC policies, Indian Health Service Policies, Medical priorities, and Federal and State Regulations
18. Facilitate Review Committee meetings
19. Request Centers for Medicare and Medicaid Services, Universal Billing 92's and Explanation of Benefits from medical providers as necessary
20. Attend all required trainings and perform other duties as required

21. Participate in Health Insurance Portability and Accountability Act (HIPAA) Training as required by HBMI Policy and maintain HIPAA Compliance in performance of position function.

Minimum Qualifications

- Associate degree in health care field or two years technical training or experience in nursing, medical secretary, medical terminology, CNA, or medical records.
- Working knowledge of medical terminology, pharmacology, and recovery of third party medical payments, ICD-10-CM coding, CPT and procedural coding.
- Accounting or similar experience preferred
- Willingness to attend training in job responsibilities
- Consent to and ability to pass a criminal background check and urine drug screen

Responsibility for Safety and Health:

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

Physical Requirements:

Physical Abilities:

Bending	O	Sitting	F	N (Not applicable)
Carrying	O	Standing	O	O (Occasionally) up to 2 hours a day
Driving	O	Talking	F	(Frequently) 2-6 Hours a day
Handling	F	Walking	O	C (Constantly) over six hours a day
Hearing	F	<u>Lifting/Carrying</u>		
Keyboarding	F	50 lbs. or less	O	
Kneeling	O	<u>Push/Pull</u>		
Reaching	O	50 lbs. or less	O	

Application are available to download at our website maliseets.net, at the front desk of the Administration Building or by mail or email. If you would like an application or further information on the job description please contact the Human Resources Coordinator at 532-4273 or e-mail hr@maliseets.com. **If selected for employment you will be subject to Alcohol and Drug testing. If you fail the Alcohol or Drug testing any offer of employment will be withdrawn by HBMI.**

Applications will be accepted until close of business on September 10th, 2026

TO APPLY:

Submit an application to:
Houlton Band of Maliseet Indians
Attn: Jessica Huff
88 Bell Road
Littleton, Maine 04730

The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity Employer.