



Join an organization where you can find both **passion** and **purpose** in the work you do. Tanana Chiefs Conference (TCC) is an Alaska Native non-profit corporation that works toward meeting the health and social service needs of Tribal members and beneficiaries throughout the 235,000 square mile region in Interior Alaska (an area just slightly smaller than the state of Texas).

TCC Behavioral Health provides services that promote hope, healing, and recovery. We believe that each person is entitled to holistic care that addresses emotional, mental, spiritual, and physical needs. We strive to form partnerships with our clients and create individualized treatment plans with services that focus on client needs. We believe that family, community, and culture are important aspects of healthy living, and it is our goal to incorporate those aspects into treatment as much as possible. If you'd like to work in a dynamic environment centered on excellence and fosters team work— we are looking for qualified candidates.



Behavioral Health Administrative Assistant II-ENC Edgar Nollner Health Center (Galena)

Apply here:

<https://www.tananachiefs.org/careers>

Department: Behavioral Health

Status: Full-Time; Regular

IRC: 41551

Job Summary: Incumbent performs diversified and complex administrative support to the Edgar Nollner Health Center staff. Incumbent is also responsible for ensuring fill utilization of alternate resources such as Denali Kidcare, Medicaid, Medicare, Private Insurance and other alternate resources. Incumbent will aid beneficiaries in seeking alternative resources and will maintain accurate and up to date patient demographic information. Incumbent is responsible for collaborating and communicating with Contract Health Services, Business Office, and Medical Records to ensure issues are resolved and information is valid. Incumbent is responsible for providing exemplary customer service exhibiting the following behaviors: excellence and competence, collaboration and accountability.

Adhere to the TCC Ch'eghwtsen' model of service and guiding principle which requires providing timely and effective service along with the ability to interact with others in a way that inspires trust and demonstrates respect, compassion and empathy.

Representative Duties: :

1. Answer phones, screens calls and visitors, assists clients or directs calls to appropriate staff and takes messages when necessary.
2. Type drafts and final copies of a variety of materials, including memorandums, letters, forms, and purchase requests, PCNs. TAs, expense reports and other correspondence and assists with reports as requested.
3. Schedule patients for appointments; check-in patients for scheduled and walk-in appointments. Interview patients to obtain pertinent patient registration information
4. Obtain and verify alternate resource data such as Denali Kidcare, Medicare, Medicaid and other applicable resources for billing purposes. Responsible for obtaining and maintaining accurate and up to date patient demographic information and accurate medical information, which includes Medicare/Medicaid, Denali Kidcare, and private insurance policy information.
5. Assist beneficiaries with alternate resource enrollment, such as Denali Kidcare, Medicare, and Medicaid and seeking other alternate resources as applicable thru coordination with CAIHC registration and alternate resource staff