



Business Office Manager – (Internal Applicants Only)

Supervised by:	CEO
Location:	Sioux Falls, SD
Status:	Full Time
Salary:	Base in experience

SDUIH Overview:

The South Dakota Urban Indian Health, Inc. (SDUIH) is a non-profit corporation that consists of two full-time primary care clinics. SDUIH is a comprehensive patient-focused health care organization. SDUIH corporate headquarters is located in Pierre and the agency reports to the Indian Health Service (IHS) in Aberdeen.

When you join our team at SDUIH, you're joining our Tiwahe (family). We believe that through equitable pay, flexibility, and centering employee wellness, we're creating systemic change that benefits everyone, especially our patients. Working with our medical, behavioral health, and cultural health teams, you'll improve the health and wellness of our patients and positively impact the health of our community. SDUIH is celebrating 45 years of care to our Native American Community.

Position Summary:

The Business Office Manager is responsible for the daily operations of the Business Office including supervision of medical receptionist, patient navigators, and medical coder in both Sioux Falls and Pierre.

Duties and Responsibilities:

- Manages the daily operations of the Business Office including medical reception, patient navigator, medical coders schedules, in both Pierre and Sioux Falls.
- Establishes and implements appropriate front office procedures for patient check-in, registration, data entry and collection of patient copays.
- Acts as back up to cover multiple positions with the Business Office, including front desk, CHR and assist with covering breaks.
- Assist with the setup of new providers with insurance carriers and obtain NPI numbers.

- Assures confidentiality of information according to HIPPA policies.
- Participates in professional activities and maintains professional affiliations as appropriate. Enhances professional growth and development through educational programs, seminars, etc. to keep abreast of trends/changes in the fields.
- Adheres to all SDUIH security and confidentiality policies and procedures in regards to all daily job functions and receives annual update training regarding each area.
- Clinic purchasing and supply inventory.
- Completes mandatory training on time.
- Maintenance of building and equipment.
- Bi-weekly approval of time cards for all employees in Quick-Books.
- Submission of all invoices for payments to CEO for approval
- Ability to maintain a flexible work schedule.
- Performs other duties and responsibilities as assigned.

Skills:

- Strong communication and problem-solving skills
- Maintain confidentiality, comply with HIPPA requirements.
- Prioritize, coordinate, organize, schedule appointments, and services.
- Strong customer services
- Travel to other clinic sites
- Knowledge of Native American Culture and Traditions
- Knowledge of purchase orders requests and submission
- Knowledge of Indian health Services RPMS/HER (Electronic Health Record) computer system.
- Computer programs (Word, Excel, etc.)
- Defensive Driving

Physical Demands:

- May sit for extended periods of time
- Travel in harsh and inclement weather
- Must have the ability to occasionally lift up 20lbs using proper lifting techniques.
- Assist relatives who may have disabilities

Qualifications:

- Minimum of an associate’s degree or technical school in business administration, accounting, financial management or related field.
- Five years of related experience in Business Office Management and supervisory responsibilities.
- Pass a federal background check.
- Provide Indian Preference documentation if claimed.
- Excellent communication skill, both oral and written.
- Possess valid South Dakota driver's license with no driving infractions within the past four (4) years and show proof of insurance.
- CPR certified or willing to be certify.

How to apply:

Interested individual should email their resume and completed application to carmen.rodriguez@sduih.org applications can be found at <https://sduih.org/careers/>.

INDIAN PREFERENCE In accordance to IHS policy and Federal guidelines, preference will be given to qualified Indian applicants in accordance to Section 703 (i) of the Title VII of the Civil Rights Act of 1964. SDUIH is an Equal Opportunity Employer. Must be able to provide Indian Preference documentation if claimed

SDUIH the right to amend this job description as operational needs dictate. SDUIH is an at-will employer.

I have read the above job description, and understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodations. I have discussed any questions I may have about this job description prior to signing the form.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____