

**Ponca Tribe of Nebraska  
Vacancy Announcement  
(Closing Date of 05/28/10)**

**Position Title:** Certified Professional Coder  
**Location:** Omaha, NE  
**Salary:** Grade 4 (\$12.16 - \$17.51)  
**Department:** Health  
**Supervisor:** Administrative Officer  
**FLSA Status:** Non-exempt  
**Classification:** Full time

**Summary:**

Abstracts all necessary information and assigns ICD-9 Codes and CPT Codes which accurately describe each documented diagnosis, surgical procedure, and special therapy or procedure according to established guidelines and practices.

**Responsibilities and Duties:**

1. Knows and uses the specialized knowledge of ICD-9, CPT and HCPCS Coding Procedures; Medicare & Medicaid Policies & Regulations.
2. Uses the Resource & Patient Management System: RPMS (I H S Date Entry System).
3. Collects, organizes and distributes data.
4. Knows and follows the mission, organization, programs and policies of the health care delivery system of the clinic.
5. Appreciates the cultural differences of the Native American Indian population and the effect these differences have on health care delivery.
6. Maintains confidentiality.
7. Other duties assigned.

**Relationships and Authority:**

Incumbent has no supervisory responsibilities.

**Working Environment and Physical Demands:**

This position is located within an outpatient medical clinical setting. Works throughout the clinic area. Sits, stands, bends, lifts, and moves intermittently during work hours. Is subject to emotionally upset patients, family members, personnel, and visitors.

**Qualifications:**

**Minimum:**

High school diploma or GED.

Professional Coder Certification (Outpatient Coding).  
Specialized knowledge of ICD-9, CPT and HCPCS Coding Procedures; Medicare & Medicaid Policies & Regulations.  
Computer proficiency with Word, Excel spreadsheets, PowerPoint, and Access database programs.  
Must possess excellent written and oral communication skills.  
Must have a valid driver's license and be insurable.  
Must successfully pass drug and alcohol testing, motor vehicle, education, character, and criminal background checks.  
Able and willing to travel.

**Preferred:**

Associate degree in registered health information technician or relate degree.  
One or more years experience coding.  
One or more years experience with Resource & Patient Management System (RPMS).  
One or more year experience working with Native Americans or Native American organizations.  
Knowledge of Public Law 93-638; Public Law 101-484; and the Privacy Act of 1974, HIPAA.

**Preference will be given to Ponca Tribe of Nebraska members or members of a federally recognized tribe. However, all qualified individuals are eligible.**

**The Ponca Tribe of Nebraska is an at-will employer.**

**Tribal Council Approval: 3-17-07**

*\*This posting is currently open to internal applicants only. Current Ponca Tribe of Nebraska Employees and Ponca Tribe of Nebraska Members are the only people eligible to apply at this time. Preference will be to enrolled members of the Ponca Tribe of Nebraska.*

**APPLICATION INSTRUCTIONS**

Current Ponca Tribe of Nebraska Employees: Submit an Employee Job Interest Form and completed Tribal Application to the Human Resource Management Department by the closing date listed. Resumes are encouraged, but not required to be submitted as supplemental information.

Ponca Tribe of Nebraska Members (not currently employed by the PTN): Submit a completed PTN Job Application form and a photocopy of your currently valid Driver's License by the closing date listed. A resume may be included with the application, but it CANNOT replace completion of an application. If you do not meet the minimum education and/or experience qualifications, please submit a letter, along with your completed application explaining: 1. Why you feel you can perform the job duties, 2. What additional skills and experience you might have that is applicable to the position you are applying for, 3. How many months away you are from meeting the minimum requirements, 4. What additional trainings or certifications you possess

that would help you do the job, 5. Any additional information you can provide that would explain your background as it relates to this position. All application materials including the letter (if applicable), the required PTN Job Application, and a photocopy of your driver's license must be submitted by the closing date listed.

**Great benefits include:**

**Health, Dental, Vision, Life, and STD insurance, 100% paid by PTN.**

**401(k) with match up to 7%.**

**12 Paid Holidays, Vacation, Sick Leave, and more!**