



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2026-020
JEMEZ HEALTH & HUMAN SERVICES
PURCHASE/REFERRED CARE SPECIALIST

Position Title:	Purchase/Referred Care Specialist	Pay Level:	\$24.00-\$36.00
Position Open Date:	4/2/2026-until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Health & Human Services
Supervisor:	Purchase/Referred Care Supervisor		

POSITION SUMMARY:

Responsible for providing a variety of duties related to the referral process for patients to their specialty clinic when they receive a referral from the Pueblo providers; performs billing and other clinic/department administrative support duties as required.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High school diploma or General Equivalency Diploma (GED); AND two (2) years of medical office support and administrative experience.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
May require job specific certifications

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Determine patient eligibility for care under the PRC program.
- Determine patient eligibility as a prerequisite to authorization of funds and requires making accurate and independent decisions for the provision of denial of payment for services base upon eligibility criteria.
- Defines alternate resources available to patients under the PRC Program and independently determines patient eligibility for Medicare, Medicaid, VA administration, medical services Private Insurance, state programs and any other applicable resources.
- Coordinates efforts with other HHS and Pueblo departments.
- Contacts outside Specialty Clinics, Medical Records, Radiology film library to request clinical notes, reports for JHHS providers for continuum of care.
- Works with the Service Unit PRC delivery area staff in identifying contract requirements for health services.
- Performs patient services related to follow-care, diagnostic procedures and referral to medical specialist for consult and/or treatment.
- Instructs a patient regarding necessary medical preparation prior to receiving treatment; notifies appropriate personnel of scheduled appointment with necessary medical records and files for patient care documentation.
- Inputs daily into RPMS computer system, PRC data notifications information, referral information, patient registration PRC denial information and any other appropriate PRC program data necessary to meet established mandatory guidelines and deadlines.
- Performs a variety of general office support duties such as typing proofreading, filing, answering the telephone and using standard office equipment.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- TOWA language.
- Laws and regulations specific to job duties.

- PRC funding and Patient eligibility requirements.
- Operation of common office equipment, including computer equipment.
- Policies and procedures related to the unit to which assigned.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Business arithmetic, including percentages and decimals.
- Record keeping principles and practices.
- Customer services and public relations methods and practices.
- Computer applications related to assigned duties and activities.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Complying with privacy, HIPAA Compliance, and Privacy Act regulations.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Maintaining accurate medical records and preparing accurate and timely reports.
- Entering claims information in electronic and paper methods.
- Organizing and maintaining accurate records and files.
- Making arithmetic calculations with speed and accuracy.
- Operating standard office equipment, including computer equipment.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Providing customer service in the most cost effective and efficient manner.
- Using software applications related to assigned functions.
- Communication effectively in oral and written forms.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024