

# Blackfeet Nation

## Blackfeet Nation Tribal Health System

### Financial Policy Analyst

<b>Position:</b>	Financial Policy Analyst
<b>Division:</b>	Blackfeet Tribal Health System
<b>Department:</b>	T-SHIP
<b>Reports To:</b>	Program Director
<b>Location:</b>	Blackfeet Tribal Health
<b>Pay Grade:</b>	TBD
<b>Healthcare Provider Classification</b>	Administrative – Non-Healthcare Provider
<b>FLSA Classification</b>	Exempt/Full Time
<b>Classification:</b>	Staff/Not Security Sensitive
<b>Biological Hazards Risk Group</b>	NIH Risk Group 1 – Low Risk

#### **Summary:**

The Policy/Financial Analyst is responsible for conducting assessments on financial and administrative functions within the Tribal Sponsorship Health Insurance Program (TSHIP). This role ensures compliance with the Blackfeet Tribes Policies and Procedures, TSHIP Policy, Indian Health Service (IHS) Contract Scope of Work (SOW), Center for Medicaid and Medicare Services (CMS), Internal Revenue Service (IRS), and other federal agency policies and regulations. Responsibilities include reconciling charges for Medicare and private insurance plans, and preparing vouchers for premium reimbursements or payments.

#### **MAJOR DUTIES**

##### **1. Financial Processing**

- Assist in processing vouchers for travel, local mileage, and vendor claims.
- Gather required information for employer health insurance premium reimbursements.
- Verify eligibility based on IHS, IRS, and TSHIP policies.
- Manage direct deposit forms, obtaining financial institution certification.
- Maintain a database and filing system for employer group plan reimbursements.
- Prepare and submit monthly financial reports to the Tribal Health CFO, ensuring transparency and accuracy in program finances.
- Participate in monthly meetings with the Tribal Health CFO and director to discuss revenue, financial performance, and funding allocations.
- Track and report AP/AR activities, ensuring timely processing of payments and reimbursements.
- Oversee and coordinate payment submissions and deposit transactions with the Director and Tribal Health CFO, ensuring compliance with financial policies and procedures.

##### **2. Insurance Reconciliation & Reporting**

- Receive and process the Blackfeet Tribes' monthly group health plan invoice.

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- Communicate with IHS Alternative Resource Office regarding insurance enrollments.
  - Establish and maintain an Excel database for employee insurance details.
  - Reconcile payroll charges with health plan data and resolve discrepancies with the consumers HR and Benefits Office.
  - Prepare and submit journal entries to the Chief Financial Officer (CFO) to adjust errors.
  - Maintain organized filing systems for insurance applications and reimbursements.
- 3. Medicare & Medicaid Responsibilities**
- Assist with vouchers for Medicare Part B premium payments based on CMS invoices and SSA Benefits Letters.
  - Ensure non-duplication of premium payments by cross-referencing SSA deductions.
  - Maintain databases tracking Medicare, payor information, and premium payments.
  - Communicate any coverage changes to IHS Pharmacy and Alternate Resources.
  - Record and track premium refunds and adjustments in databases.
- 4. Dental & Healthcare.gov Responsibilities**
- At the Director's discretion, verify applicant eligibility for TSHIP's group dental plan and process disenrollment for consumers who no longer meet eligibility criteria.
  - Assist the Director with Limited Cost Sharing Referral forms for Healthcare.gov.
  - Submit insurance company referral forms and maintain organized records.
  - Train as a Certified Assister for Healthcare.gov and enroll eligible individuals as needed.
  - Retrieve Explanation of Benefits (EOBs) and other Personal Health Information (PHI) for program administration.

#### **Knowledge Required by Position**

- Proficiency in Microsoft applications, particularly Excel for database management.
- Strong mathematical skills for invoice calculations.
- Understanding of HIPAA regulations (training provided if necessary).
- Familiarity with office procedures, filing systems, and small office machines.
- Excellent verbal communication skills for interacting with applicants, employers, and insurance providers.
- Ability to research and interpret policies, regulations, and financial data.
- Knowledge of Blackfeet Tribes financial policies for payroll and payment processing.
- Familiarity with medical insurance industry terminology.
- Participation in CMS, IHS, and Cover Montana training programs.

#### **Relationships and Authority**

- Work is directed by the Director of Blackfeet TSHIP but will work closely with the Lead Enrollment Specialist and other team members.
- The employee independently manages employer group plans with minimal oversight.
- Responsible for determining applicant eligibility based on policies and regulations.
- Assists with document collection, insurance verification, and enrollment processing.

# Blackfeet Nation

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- The director reviews databases monthly for accuracy, requiring immediate resolution of discrepancies.
- Detail, precision, and timeliness are essential to avoid financial errors.

#### **Guidelines**

The Financial Policy Analyst must adhere to:

- Indian Health Service Federal Purchased & Referred Care regulations for eligibility determination.
- Social Security Administration and Medicare regulations for Medicare enrollment and reimbursements.
- IRS Code 139E and the Tribal General Welfare Exclusions Act of 2014 for sponsorship/reimbursement guidelines.
- Affordable Care Act of 2010 and the Indian Health Care Improvement Act of 2010 for Healthcare.gov enrollment policies.
- Annual updates to healthcare plans and training requirements through CMS, Cover Montana, and other training resources.

#### **Complexity**

- Applicants must meet specific eligibility criteria per TSHIP Policy and federal regulations.
- Insurance reconciliation involves coordinating with multiple agencies and financial institutions.
- Requires a detailed understanding of payroll processing, insurance policies, and reimbursement protocols.
- Accuracy in maintaining and updating financial records is crucial to program success.

#### **Working Environment and Physical Demands:**

- Primarily office-based
- Frequent use of a computer and other office equipment.
- Some travel may be required for training and community outreach events.
- Must be able to sit for long periods, occasionally lifting up to 50 lbs.
- May require working evenings, weekends, and holidays.

#### **Qualifications:**

##### **Minimum:**

- High school diploma
- Associates Degree in Accounting, Business, or a related field required.
- Valid driver's license required and must be insurable.
- Successfully pass drug and alcohol testing and criminal background checks at the time of hire.

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**Preferred:**

- Bachelor's Degree in Accounting, Business, or a related field preferred.
- Familiarity with Medicaid, the Health Insurance Marketplace, and tribal health programs.
- Experience in health insurance, policy analysis, and financial management is highly desirable.

Preference will be given to Blackfeet Nation enrolled members or members of a federally recognized tribe. However, all qualified individuals are eligible.

The Blackfeet Nation is an at-will employer.

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Program Director	Date
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Tribal Health CFO	Date
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