



# NETMIZAAGGAMIG NISHNAABEG

UNSURENDERED

## Job Posting

### Netmizaaggamig Nishnaabeg NIHB Referral Clerk

#### Summary

The NIHB Referral Clerk will work under the direction of the Health Manager to ensure the coordination of NIHB Long Distance travel applications for the community members of Netmizaaggamig Nishnaabeg. The Referral Clerk is responsible for coordinating long-distance medical transportation for those eligible under the Non-Insured Health Benefits program. They would also be responsible for reporting requirements necessary for the NIHB program and will assist with the coordination of the local medical transportation program.

#### Qualifications

- Ontario Secondary School Diploma (grade 12) or equivalent
- Past clerical experience.
- Previous experience working in a health care setting and experience working with NIHB Medical Transportation Program.
- Previous experience working with Electronic Medical Records (EMR)
- Must be available to work irregular and extended hours as working conditions and clients' needs demand.
- Previous experience in Microsoft Office 365
- Must be organized and be able to work independently and as a team member.

#### Responsibilities

- Document and scan travel documents into electronic medical records daily
- Manage, organize, and update relevant data using Mustimuhw.
- Maintain confidential client records.
- Complete applications for medical transportation as per NIHB Procedure
- Make travel arrangements according to client travel plans, ensure documents are sent to the proper vendors.
- Process reimbursements for client post-travel
- Communicate with the community and relevant changes or important information.
- Ensure all client information is collected, stored, and shared in compliance with organizational privacy policy and legislation (e.g., HIPAA).
- Use secure methods for documenting, transmitting, and storing client data to protect sensitive health information.
- Other duties as requested

**The employees of Netmizaaggamig Nishnaabeg are expected to be examples of healthy and positive living and as such, any offer of employment would be conditional on the candidate providing a satisfactory drug screening test and CPIC / Vulnerable Persons check.**

**Closing Date: open until filled.**

**Send resume to:**

Trisha Golding

Human Resource Generalist

Netmizaaggamig Nishnaabeg

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