



Sioux Valley Dakota Nation
Health Centre
Patient Transportation Clerk
Location: Sioux Valley Dakota Nation
Casual



Position Summary:

The Patient Transportation Clerk will be responsible for coordinating all appointments, travel, accommodations and other related needs for referred patients. The Patient Transportation Clerk will also process and maintain all Patient information including all related financial transactions.

Position Duties:

- Coordinate all patient referral from physicians, optometrists, prosthetic and traditional healers by:
- With courtesy and respect, the Patient Transportation Clerk shall communicate with the general public and other individuals, to effectively coordinate the Patient Transportation Services.
- Telephoning and corresponding with doctors to arrange patient appointments.
- Notifying the patient of scheduled appointment, time and location via mail or by phone.
- Arranging transportation to and from appointment, and issuing gas voucher for the Patient Transportation process.
- Confirming patient appointment(s) from doctor's report or by telephone contact referral source.
- Establishing and maintaining a monitoring and control system for follow-ups and referrals.
- Communicating daily with Sioux Valley Dakota Nation Finance to arrange for travel advance(s).
- FNIH, Health Canada Contacts and Submissions by:
 - Contact and communicate with the Patient Transportation Coordination Unit (PTCU) of First Nations & Inuit Health by telephone or fax to arrange transportation outside of contribution agreement and Boarding Home Referrals.
- Complete appropriate Medical Transportation Reports to First Nations and Inuit Health, Health Canada on a monthly basis.
- Submit appropriate invoice(s) to First Nations and Inuit Health, Health Canada for the Outside Contribution Agreement - transportation provisions reimbursements.
- Ensuring all transportation services requests for Local Patient Transportation are dispatched promptly and in a timely manner to the Medical Driver.

- Recording, summarizing and submitting the Patient Transportation expenditures to the Band Finance Office on monthly basis.
- Participating and taking advantage of extra curricular training skills to enhance the Patient Transportation Clerk responsibilities for effective Patient Services.
- Conduct Patient Transportation Services Reporting

Qualifications:

- Secondary Education, Grade 12 Education
- Must have excellent organizational skills, computer technical skills, effective verbal/written communication skills
- Must have valid Manitoba Drivers License - copy of Drivers Abstract
- Must be subject to Criminal Records Check, Child Abuse Registry Check and Illegal Drug Test
- Must maintain confidentiality at all times
- Knowledge of First Nation cultural customs, values and traditions
- Ability to understand and be fluent in the Dakota language would be an asset

Competition Number: 202628

Submit Cover letter and Resume indicating Competition Number

Human Resources Department

Sioux Valley Dakota Nation,

P.O. Box 38, Griswold, Manitoba, R0M 0S0

Phone: 204-855-2671 Fax: 204-855-2131

E-mail: hrapplcations@svdngovernance.com