



BIGSTONE HEALTH COMMISSION

EMPLOYMENT OPPORTUNITY

PHARMACY/MEDICAL SUPPLIES & EQUIPMENT ADJUDICATOR

PERMANENT FULL TIME

EDMONTON, AB

The Bigstone Health Commission in Edmonton, AB is seeking a Pharmacy / Medical Supplies & Equipment Adjudicator to join our talented Health Team.

This is a rewarding opportunity if you have an appreciation for First Nation culture, a desire for continuing professional development and enjoy the support and collaboration from our multidisciplinary team and various other professionals and agencies.

Duties and Responsibilities:

- Assess and adjudicate health benefits in pharmacy and medical supplies & equipment
- Act as an advocate for all members of the health benefits program
- Work with the service providers in a quick and efficient manner
- Assist pharmacy / medical supplies & equipment providers via telephone while processing claims
- Provide program information, advice and assistance to service providers and members
- Maintain provider files
- Knowledgeable on the Non-Insured Health Benefits programs

Education and Experience:

- Certificate, diploma, and or degree and or equivalent training and experience combined
- Previous experience working in the pharmacy field is a requirement
- Previous experience working in a medical supplies setting is an asset
- Experience with Microsoft Office programs
- Typing speed of at least 35 wpm

Required Skills:

- Exceptional written and oral communication skills
- Pleasant telephone etiquette
- Work independently with minimal supervision
- Ability to work in a fast paced environment with frequent interruptions
- Ability to multitask and work under pressure
- Be extremely observant to detail and accuracy

Salary will commensurate with experience and qualifications.

Please submit a complete package of the following documents: Resume, Criminal Record Check, Vulnerable Sector Check, and Child Intervention Check along with 3 work related references to:

**Bigstone Health Commission
Box 1020 Wabasca, Alberta T0G 2K0
Email: bhresumes@bigstonehealth.ca
Fax: 780-891-2623**

Closing Date for this Employment Opportunity: Until a suitable candidate is found

Applicants are thanked in advance for their interest, however; only those selected for an interview will be contacted.

Vision: To revive, strengthen and protect members' treaty rights to health and to enhance the quality of life of members and others living on Bigstone Traditional lands.