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**Karuk Community Health Clinic**

64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270

**Karuk Tribe****Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

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## Vacancy Announcement

**Title:** Patient Referral & Health Information Technician

**Reports To:** Clinic Manager

**Location:** Yreka Clinic

**Salary:** \$14.00 - \$20.00 per/hour DOE

**Classification:** Full Time, Regular, Non-Exempt, Non-Entry Level

**Child Sensitive:** No

**Summary:** Shall coordinate patient referrals at the request of the Providers by finding the closest acceptable Specialty Provider to meet the needs of the patient. Will notify patient of the acceptable provider and give any instructions if needed. Will enter all referrals into the Electronic Health Records (EHR) software system, will track and record reports as they are received. Shall also be trained to perform all the duties of the Health Information Clerk. Shall receive guidance from the Clinical Applications Coordinator (CAC) to manage and administer the Electronic Health Record (EHR) and shall fulfill all Vista Imaging scanning requirements related to the EHR in a timely manner. Will be cross trained in Clinic Receptionist duties in order to be available to assist and fill-in when necessary. Shall work with the QM department to comply with AAAHC standards. Shall work with the Purchased Referred Care (PRC) department regarding referrals for Tribal members.

### **Application Deadline: November 6, 2020 by 5:00 pm**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us) The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **POSITION DESCRIPTION**

**Title:** Patient Referral & Health Information Technician

**Reports To:** Clinic Manager

**Location:** Yreka Clinic

**Salary:** \$14.00 - \$20.00 per/hour DOE

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**Responsibilities:**

1. Shall work efficiently with the referral clerk to coordinate patient referrals at the request of the providers.
2. Shall coordinate with insurance agencies to ensure coverage, co-pays, and prior authorization as needed.
3. Shall record and notify the PRC clerk when a referral request has been made for Tribal members.
4. Shall coordinate with the PRC clerk regarding contracted Specialty Providers for Tribal members.
5. Shall efficiently notify the patient of the accepting Specialty Provider and give any instructions if needed.
6. Shall proficiently enter all referrals into the EHR software.
7. Shall proficiently track and record reports in the EHR software as they are received.
8. Shall be trained to perform all duties and assignments as a Health Information Records Technician, and work closely with the Health Information Clerk.
9. Shall be cross trained to perform Clinic Receptionist duties in order to be available to assist and fill-in when necessary.
10. Shall assist with the Health Information Clerk with the audit of electronic records.

11. Shall ensure the security, confidentiality, physical safety, maintenance, storage, and appropriate access of all paper records.
12. Shall assist in the complete transition of paper records to electronic records.
13. Shall be available for local and out of the area travel as required for job related training.
14. Shall attend all required meetings and functions as requested.
15. Shall maintain a priority system in accepting other job duties as assigned.

**Qualifications:**

1. Demonstrates ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates ability to understand and follow oral and written instructions.

**Requirements:**

1. Must have a High School Diploma or equivalent.
2. Must have basic computer skills including word processing and a basic knowledge of medical office referral processes, procedures, business machines and EHR.
3. Must have strong oral and written communication skills.
4. Must have the ability to address sensitive issues in a confidential manner.
5. Must strictly adhere to the HIPAA policy.
6. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must provide documentation of immunity to measles and rubella or become immunized with the recommended vaccine and Hepatitis B vaccine.
8. Must test annually for TB & receive annual flu vaccine.
9. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Council Approved:** June 28, 2006 **Revised:** July 11, 2019

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_