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

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

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## **Vacancy Announcement**

### **(Internal Posting)**

**Title:** Purchased Referred Care (PRC) Clerk

**Reports To:** PRC Supervisor

**Location:** Happy Camp

**Salary:** \$13.00 - \$14.00 per hour (DOE)

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

**Summary:** The PRC Clerk shall work in the Health Support Services Department under the direct supervision of the PRC Supervisor. In the absence of the PRC Supervisor, the PRC Clerk shall report to the CEO of Health and Human Services. The PRC Clerk shall be responsible for the commitment of Purchased Referred Care funds to support the direct medical care of eligible people. Shall learn and use all RPMS packages that pertain to the PRC Department. Shall know all applicable policies and current levels of care, documentation of events, filing, confidentiality and security of records. Shall work closely with PRC Managed Care Committee and Providers to ensure that policies and levels of care are appropriate and administered appropriately. Shall work with the Director of Quality Management and Outreach Administration to ensure compliance with AAAHC Ambulatory Health Care Standards.

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

### **Application Deadline: November 9, 2018 @ 5 PM**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us/index.php.jobs](http://www.karuk.us/index.php.jobs)

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/index.php.jobs](http://www.karuk.us/index.php.jobs) 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:** Purchased Referred Care (PRC) Clerk

**Reports To:** PRC Supervisor

**Location:** Happy Camp

**Salary:** \$12.00 to \$14.00 per hour (DOE)

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

**Summary:** The PRC Clerk shall work in the Health Support Services Department under the direct supervision of the PRC Supervisor. In the absence of the PRC Supervisor, the PRC Clerk shall report to the CEO of Health and Human Services. The PRC Clerk shall be responsible for the commitment of Purchased Referred Care funds to support the direct medical care of eligible people. Shall learn and use all RPMS packages that pertain to the PRC Department. Shall know all applicable policies and current levels of care, documentation of events, filing, confidentiality and security of records. Shall work closely with PRC Managed Care Committee and Providers to ensure that policies and levels of care are appropriate and administered appropriately. Shall work with the Director of Quality Management and Outreach Administration to ensure compliance with AAAHC Ambulatory Health Care Standards.

### **Responsibilities:**

1. Shall consistently be responsible for making sure patients are eligible for PRC services before any cost is incurred by following all current policies.
2. Shall adequately work with the courier to make sure all mail is delivered to the appropriate clinics.
3. Shall consistently enter PRC denials into the RPMS system in a timely manner.
4. Shall capably assist Referral Clerk with entering referrals into the RPMS system as needed. Shall efficiently send Medi-Cal a letter within 5 days and recheck in 30 days.
5. Shall appropriately close referrals as needed.
6. Shall consistently make arrangements for PRC Managed Care Committee meetings as well as take minutes, prepare packets, and prepare the agenda.
7. Shall capably reconcile all lab bills against lab orders as they come in.
8. Shall adequately participate in training that is available and pertinent to the job.
9. Shall efficiently work closely with the CQI Department to assure compliance with all AAAHC, HIPPA, and GPRA standards.
10. Shall be readily available and able to efficiently provide transportation to clients for appointments as requested.
11. Shall be readily available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
12. Is courteous in accepting other job duties as assigned.

**Qualifications:**

1. Demonstrates the 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 the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.
5. Basic knowledge of the Resource Patient Management System (RPMS) preferred.
6. Experience and / or working knowledge of insurance billing/payment procedures preferred.
7. Experience and / or working knowledge of the ICD-10-CM/CPT coding system preferred.
8. Basic knowledge of medical terminology, and anatomy or physiology preferred.

**Requirements:**

1. Must have a high school diploma or equivalency.
2. Must have basic office skills to include tele-communications, typing, telephone, filing, keyboard, copiers, computers, etc.
3. Must have excellent mathematical skills and communication skills both oral and written.
4. Must have good time management skills.
5. Must possess valid driver's license, good driving record, reliable transportation, and be insurable by the Tribe's insurance carrier.
6. Must adhere to confidentiality and HIPAA policies.
7. Must provide documentation of immunity to measles and rubella or become vaccinated with the recommended vaccine and Hepatitis B vaccine and test annually for TB. Must have an annual health examination.
8. 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: February 3, 2003/Revised February 10, 2005/Revised August 11, 2005/Revised December 21, 2017/Revised January 18, 2018**

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

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