
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

POSITION DESCRIPTION

Title: Accounts Receivable Clerk

Reports To: Business Office Manager/Medical Coder

Location: Happy Camp, California

Salary: \$ 17.00 to \$ 22.00 per hour, depending on experience

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

Summary: Shall adequately prepare payments balancing to bank deposit, compilation of all reports required by the CEO of Karuk Tribe Health and Human Services, Karuk Tribe Chief Financial Officer and/or Business Office Manager. Post payments and re-bill secondary insurance when indicated. Bill private pay and deductibles and keep denial and age reports to a minimum. Shall assist with the implementation of organizational-wide performance improvement pertaining to the business and financial benefit of the Karuk Tribal Health and Human Services, and compliance with AAAHC program standards.

Responsibilities:

1. Shall willingly assist with overseeing the business office on a daily basis.
2. Shall competently verify patient insurance and third party coverage information when necessary, exhibiting accurate and timely entry of patient registration information as required.
3. Shall competently bill all of the Karuk Tribal Health Program's secondary Medical, Dental and Behavioral Health Billing, posting of payments from third party payers and private individuals when indicated. Striving to keep denial and age reports to a minimum.
4. Shall consistently ensure the confidentiality, security and safety of patient billing records and shall comply with the requirements of the Karuk Tribe and the IHS Privacy Act.
5. Shall assist with accounts on the collections list, including correspondence with the patients and posting payments.
6. Exhibits competence and responds timely to subpoenas and payer requests for patient billing and/or payment records.
7. Shall adequately prepare patient payments, balancing to bank deposit, and shall make and

maintain copies of receipts, checks and other pertinent documentation as required by policy.

8. Shall skillfully create and maintain spreadsheets and assist others as needed.
9. Shall be efficient in billing secondary insurance and handling complex denied claims when applicable, always striving to keep the aged report to a minimum.
10. Shall be efficient in billing and overseeing private pay and deductibles for non-Indian patients, when indicated.
11. Shall competently pursue the collection process, striving to maintain aged accounts detail at a minimum.
12. Shall attend all required meetings and functions as requested.
13. Shall be available to fill-in for Recording Secretary at assigned Health Program meetings when requested.
14. Willingly provides support to Billers, Accounts Receivable Clerk I and Data Analysts and others as requested.
15. Shall be capably available for local and out of the area travel as required for job related training.
16. Must strictly adhere to confidentiality policy.
17. Is courteous and maintains a priority system when 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.

Requirements:

1. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance.
2. Must have a High School Diploma or equivalent.
3. Must have basic knowledge of Resource Patient Management System (RPMS).
4. Must be proficient with CPT, ICD, HCPC, modifier codes, and E/M coding for optimal reimbursement.
5. Must possess basic office skills, tele-communication skills, keyboarding and be proficiency on a

ten key adding machine.

6. Must have basic understanding of billing software, knowledge of Business Math and ability to work independently.
7. Must have basic understanding of Excel and Word software.
8. Must adhere to policies on confidentiality and HIPAA.
9. Must provide documentation of immunity to measles, rubella and /or become immunized with the recommended vaccines, including Hepatitis B.
10. Must test annually for TB.
11. 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: Revised October 6, 2005, January 3, 2008, July 15, 2010, December 4, 2014 and February 14, 2019.

Chairman's Signature: _____

Employee's Signature: _____

**** Employee must sign position description annually, during their evaluation.**