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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:** Billing and Accounts Receivable Technician

**Reports To:** Business Office Director

**Location:** Happy Camp, California

**Salary:** \$16.50 to \$26.00 per hour, depending on experience

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

**Summary:** This position will include the responsibility to accurately create and process health claims via paper or electronically as accepted by the payer; including use of International Classification of Diseases, Tenth Revision (ICD-10), Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) coding. Prepares accounts receivable transactions, posting payments and/or completing secondary or tertiary billing to ensure maximum entitled reimbursement. Pursues insurance verification and payer coverage regulations and have ability to communicate findings with the patients. Prepares financial reports and complete reconciliation projects.

**Application Deadline: March 7, 2024 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 Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: [Humanresources@karuk.us](mailto:Humanresources@karuk.us)

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**POSITION DESCRIPTION**

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**Responsibilities:**

1. Verifies patient insurance and third-party coverage information when indicated and the ability to communicate that information back to patients as needed.
2. Ensures the confidentiality, security and safety of patient billing/payment records and ensures compliance with the requirements of the Indian Health Services Privacy Act and other laws and ordinances.
3. Bills private payers and deductibles for non-Indian patients, when indicated.
4. Bills third party payers creating clean claims to cross over to payer accounts.
5. Assists with accounts on the collection list, including correspondence with the patients and posting payments.
6. Prepares payments balancing to bank deposit, and makes and maintains copies of receipts, checks & other pertinent documents.
7. Creates and maintains spreadsheets as required.

8. Creates and maintains monthly and annual reports for fiscal officer and Health & Human Service Director/CEO as assigned.
9. Bills secondary/tertiary insurance billing and communicates with payers.
10. Oversees the collection process, with denied claims, striving to maintain aged accounts detail at a minimum and working the aged report as needed.
11. Fills in for Recording Secretary at assigned Health Program meetings when requested.
12. Make themselves available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions.
13. Shall be polite and maintain a priority system in accepting other position related 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 High School Diploma or Equivalent (GED).
2. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
3. Must possess basic office skills, excellent tele-communication skills, familiarity with keyboard and tenkey.
4. Must have a basic understanding of billing, knowledge of Business Math, a basic understanding of Excel and Word software and the ability to work independently.
5. Must adhere to confidentiality and HIPAA policies, and shall comply with the requirements of the IHS Privacy Act.
6. Must provide documentation of immunity to measles and rubella or become vaccinated with the recommended vaccines and Hepatitis B vaccine. Must test for TB at time of hire and per CDC guidelines as required. Must have an annual health exam and a Flu Immunization and COVID-19 vaccination or exemption as required
7. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal history check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance, 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.

**Review Committee Approved:** October 11, 2023

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

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