
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

Vacancy Announcement

The Karuk Tribe is now accepting applications for the position of:

Patient Referral Clerk
\$10.00, depending on experience

This is a full time position based in Yreka.

Shall coordinate all patient referrals at the request of the Providers, will schedule all appointments necessary, coordinating with the patient and the outside Providers. Will notify patient of said appointment and give any instructions if needed. Will enter all referrals into the RPMS system, will track and record reports as they are received. Shall be cross trained to perform Medical Assistant, Medical Records, and 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 CHS department and RPMS management.

Individuals interested in applying for this position must submit an employment application to Tamara Barnett no later than 5pm, Thursday, August 23, 2012.

Position Posted On: 8/10/2012 9:42 AM

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POSITION DESCRIPTION

Title: Patient Referral Clerk

Reports To: RN/Business Office Manager

Location: Yreka Clinic

Salary: \$10.00, depending on experience

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

Summary: Shall coordinate all patient referrals at the request of the Providers, will schedule all appointments necessary, coordinating with the patient and the outside Providers. Will notify patient of said appointment and give any instructions if needed. Will enter all referrals into the RPMS system, will track and record reports as they are received. Shall be cross trained to perform Medical Assistant, Medical Records, and 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 CHS department and RPMS management.

Responsibilities:

1. Shall efficiently coordinate all patient referrals at the request of the providers.
2. Shall appropriately schedule all appointments, coordinating with the patients and the outside provider. Shall coordinate with insurance agencies to ensure coverage, co-pays, and prior authorization as needed.
3. Shall efficiently notify the patient of said appointment and give any instructions if needed.
4. Shall proficiently enter all referrals into the RPMS system.
5. Shall proficiently track and record reports in the RPMS system as they are received.
6. Shall be cross trained to perform Medical Assistant, Medical Records, and Clinic Receptionist duties in order to be available to assist and fill-in when necessary.
7. Shall be capably available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
8. Shall be polite and 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 office procedures and business machines. Knowledge of medical terminology and pharmaceuticals preferred. Knowledge and experience with the Resource Patient Management System (RPMS) preferred.
3. Must have strong oral and written communication skills.
4. Must have the ability to address sensitive issues in a confidential manner.
5. Must adhere to the confidentiality 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.
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.

Council Approved: June 28, 2006

Chairman's Signature: _____

Employee's Signature: _____