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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

(Internal Posting)

**Title:** Patient Referral Clerk

**Reports To:** Medical Clinic Manager

**Location:** Happy Camp, CA

**Salary:** \$16.00 to \$25.00 per hour, 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 send patient case information to outside providers for approval. Will follow up with patient and outside provider by tracking the referral until completed. Will enter all referrals into the RPMS system. Will track and record reports as they are received. Will coordinate with CQI to comply with AAAHC standards. Shall work with the PRC Department and RPMS management.

**Application Deadline: August 22, 2022 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. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **POSITION DESCRIPTION**

**Title:** Patient Referral Clerk

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**Responsibilities:**

1. Shall efficiently coordinate all patient referrals at the request of the providers.
2. Shall coordinate with outside providers and insurance agencies to ensure coverage, co-pays, and prior authorizations.
3. Shall proficiently enter all referrals into the RPMS system.
4. Shall proficiently track and record reports in the RPMS system as they are received.
5. Shall scan all orders and outside reports in patient EHR.
6. Shall follow up with patient and outside provider to ensure referral is completed.
7. Will assist in Fax Logic when needed.
8. Shall be capably available for local and out of the area travel as required for job related training.
9. Shall attend all required meetings and functions as requested.
10. Shall be polite and maintain a priority system in accepting other position related 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.
5. Knowledge of medical terminology and pharmaceuticals preferred.
6. Knowledge and experience with the Resource Patient Management System (RPMS) preferred.

**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.
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 become certified and remain current in infant, child, and adult BLS CPR and First Aid
8. Must provide proper documentation of immunity/immunizations (measles, rubella, HEP B, COVID19) or become vaccinated. Annual Influenza Immunization & TB testing required per CDC guidelines. Exemptions will be reviewed as necessary.
9. Must successfully pass a pre-employment drug and alcohol 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:** March 12, 2020

**Review Committee Approved:** August 16, 2022

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