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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 Clerk

**Reports to:** Business Office Manager

**Location:** Happy Camp, California

**Salary:** \$15.00 to \$20.00 per hour, depending on experience

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

**Summary:** The purpose of the Biller is to ensure that all third party resources are submitted in a correct and timely manner for Karuk Tribe patients. This position includes the ability to accurately create and process health claims via paper or electronically as accepted by the payer; including use of ICD 10, CPT and HCPC coding. Will actively pursue insurance verification and payer coverage regulations and shall assist with patient registrations when needed. The Biller shall also assist A/R Clerks with insurance denials and complete secondary or tertiary billing to ensure maximum entitled reimbursement.

### **Job Posting Closes: May 29, 2018**

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 Resource Department, Telephone (530) 493-1600, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **POSITION DESCRIPTION**

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### **Responsibilities:**

1. Shall appropriately verify patient insurance and third party coverage information to insure accurate billing to third party payers and private pay payers to reduce claim denials.
2. Shall efficiently ensure the confidentiality, security and safety of patient billing records and shall comply with the requirements of the IHS Privacy Act.
3. Ability to calculate figures and amounts such as sliding fee percentage discounts.
4. Shall accurately assist with insurance denials, constantly striving to keep the Age Detail at a minimum.
5. Shall accurately bill third party payers and private pay payers to reduce claim denials.
6. Shall efficiently print bills weekly and check them for accuracy before submitting them.
7. Shall accurately ensure that all claims are coded, processed, and sent out within five (5) working days of receipt in the department.
8. Shall accurately process a minimum of 600 claims per month.
9. Shall be readily available for local and out of the area travel as required for job related training.
10. Shall attend all required meetings and functions as requested including use of Diagnosis codes and procedural codes, demonstrating competence of their use.
11. 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, meet deadlines, 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. Strong organization, highly-detailed oriented, problem-solving, and analytical skills.
6. Excellent written and oral communication skills, multi-tasker.

**Requirements:**

1. Must possess a valid California Driver's License, good driving record, and be insurable by the Tribe's insurance carrier.
2. Must have High School Diploma or equivalent.
3. One year of related experience or equivalent preferred.
4. A working knowledge of medical billing terminology, CPT, HCPCS and ICD 10 preferred.
5. Ability to perform diversified clerical functions and basic accounting procedures. Basic understanding of Excel and Word software preferred.
6. Basic understanding of billing software, knowledge of Business Math and ability to work independently preferred.
7. Demonstrates the ability to participate in departmental cross training and job sharing.
8. Must strictly adhere to confidentiality, HIPAA policies, and shall comply with the requirements of the IHS Privacy Act.
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 and have an annual employee physical.
11. 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: November 2, 2017**