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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 Manager

**Location:** Happy Camp

**Salary:** \$12.00 to \$17.00 per hour, depending on experience

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

**Summary:** This position will include ability to accurately create and process health claims via paper or electronically as accepted by the payer; including use of ICD 10, CPT and HCPCS coding. Prepare accounts receivable transactions, posting payments and/or completing secondary or tertiary billing to ensure maximum entitled reimbursement. Will actively pursue insurance verification and payer coverage regulations and have ability to communicate findings with the patients. Shall prepare frequent financial reports and complete reconciliation projects. Has a working knowledge of computer programs including Microsoft Excel and Microsoft Word. Possess strong communication skills including the ability to communicate well with patients, clinic staff and payers.

### **Job Posting Closes: November 25, 2019 by 5 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 Resource Department, Telephone (530) 493-1600, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **POSITION DESCRIPTION**

**Title:** Billing and Accounts Receivable Technician

**Reports To:** Business Office Manager

**Location:** Happy Camp, California

**Salary:** \$12.00 to \$17.00 per hour, depending on experience

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

**Summary:** This position will include ability to accurately create and process health claims via paper or electronically as accepted by the payer; including use of ICD 10, CPT and HCPCS coding. Prepare accounts receivable transactions, posting payments and/or completing secondary or tertiary billing to ensure maximum entitled reimbursement. Will actively pursue insurance verification and payer coverage regulations and have ability to communicate findings with the patients. Shall prepare frequent financial reports and complete reconciliation projects. Has a working knowledge of computer programs including Microsoft Excel and Microsoft Word. Possess strong communication skills including the ability to communicate well with patients, clinic staff and payers.

**Responsibilities:**

1. Shall competently verify patient insurance and third party coverage information when indicated and the ability to communicate that information back to patients as needed.
2. Shall consistently ensure the confidentiality, security and safety of patient billing/payment records and shall comply with the requirements of the Indian Health Services Privacy Act.
3. Shall be efficient in billing private pay and deductibles for non-Indian patients, when indicated.
4. Shall accurately bill third party payers creating clean claims to cross over to payer accounts.
5. Shall efficiently submit accounts to the collection agency, including correspondence with the agency an patients and filing all collection records.
6. Shall adequately prepare payments balancing to bank deposit, and shall make and maintain copies of receipts, checks and other pertinent documents.
7. Shall skillfully create and maintain spreadsheets as required.
8. Shall appropriately create and maintain monthly and annual reports for fiscal officer and Health & Human Service Director/CEO as assigned.
9. Shall be efficient in billing secondary/tertiary insurance billing and communicating with payers.

10. Shall competently pursue the collection process, with denied claims, striving to maintain aged accounts detail at a minimum and working the aged report as needed.
11. Shall be available to fill-in for Recording Secretary at assigned Health Program meetings when requested.
12. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
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 keyboarding and ten key needed
4. Must have basic understanding of billing, knowledge of Business Math, or the willingness to learn to work independently.
5. Must have basic understanding of Excel and Word software.
6. Must adhere to confidentiality and HIPAA policies.
7. Must provide documentation of immunity to measles, rubella and/or become immunized with the recommended vaccines, including Hepatitis B.
8. Must test annually for TB.
9. Must successfully pass a pre-employment drug 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.

**Council Approved: February 11, 2016**

**Chairman's Signature:** \_\_\_\_\_

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