
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

Vacancy Announcement

Title: Patient Referral Clerk

Reports To: Medical Clinic Manager

Location: Happy Camp

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

Wage: \$16.50 to \$25.00 per hour, depending on experience

Summary: Coordinates all patient referrals at the request of the Providers. Sends patient case information to outside providers for approval. Follows up with patient and outside provider(s) by tracking the referral until completed. Enters all referrals into the Resource Patient Management System (RPMS) system. Will track and record reports as they are received. Coordinates with Continued Quality Improvement (CQI) to comply with Accreditation Association for Ambulatory Health Care (AAAH) standards. Shall work with the PRC Department and RPMS management.

Application Deadline: February 14, 2024 by 5:00 pm

Applications are available at all Tribal Offices or on the Internet at 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 or by contacting the Human Resources, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: humanresources@karuk.us

POSITION DESCRIPTION

Title: Patient Referral Clerk

Reports To: Medical Clinic Manager

Locations: Happy Camp

Salary: \$16.50 to \$25.00 per hour, depending on experience

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

Summary: Coordinates all patient referrals at the request of the Providers. Sends patient case information to outside providers for approval. Follows up with patient and outside provider(s) by tracking the referral until completed. Enters all referrals into the Resource Patient Management System (RPMS) system. Will track and record reports as they are received. Coordinates with Continued Quality Improvement (CQI) to comply with Accreditation Association for Ambulatory Health Care (AAAHC) standards. Shall work with the PRC Department and RPMS management.

Responsibilities:

1. Coordinates all patient referrals at the request of the providers.
2. Coordinates with outside providers and insurance agencies to ensure coverage, co-pays, and prior authorizations.
3. Enters all referrals into the RPMS system.
4. Tracks and record reports in the RPMS system as they are received.
5. Scans all orders and outside reports in patient Electronic Health Record EHR.
6. Follows up with patient and outside provider to ensure referral is completed.
7. Assists in Fax Logic when needed.
8. Make available for local and out of the area travel as required for job related training.
9. Attends all required meetings and functions as required.
10. Is polite and maintains 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.

Requirements:

1. Have a High School Diploma or equivalent.
2. Working knowledge of medical terminology.
3. Knowledge and experience with the RPMS.
4. Possess basic computer skills including word processing and a basic knowledge of office procedures and business machines.
5. Have strong communication skills (verbal and written).
6. Have the ability to address sensitive issues in a confidential manner.
7. Adhere to the confidentiality policy.
8. Possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Become certified and remain current in infant, child, and adult BLS CPR and First Aid
10. Must provide proper documentation of immunity/immunizations (measles, rubella MMR, HEP B,) or become vaccinated. Annual Influenza Immunization & TB testing required per Center for Disease Control (CDC) guidelines. Exemptions will be reviewed as necessary.
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.

Review Committee Approved: November 9, 2023

Employee's Signature: _____