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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:** Assistant Business Office Manager /Accounts Receivable

**Reports To:** Business Office Director

**Location:** Happy Camp, California

**Salary:** \$19.00 to \$29.00 per hour, depending on experience

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

**Summary:** Shall adequately prepare payments balancing to bank deposit, compilation of all reports required by the CEO of Karuk Tribe Health and Human Services, Karuk Tribe Chief Financial Officer and/or Business Office Director. Post payments and re-bill secondary insurance when indicated. Bill private pay and deductibles and keep denial and age reports to a minimum. Shall oversee the Business Office in the absence of the current Business Office Director. Shall assist with the implementation of organizational-wide performance improvement pertaining to the business and financial benefit of the Karuk Tribal Health and Human Services, and compliance with Accreditation Association for Ambulatory Health Care (AAHHC).

**Application Deadline: June 20, 2023 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. 2043, Fax: (855) 437-7888, Email: [Humanresources@karuk.us](mailto:Humanresources@karuk.us)

## POSITION DESCRIPTION

**Title:** Assistant Business Office Manager /Accounts Receivable

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### Responsibilities:

1. Assists with overseeing the business office on a daily basis, accepting full responsibility during the absence of the current Business Office Director.
2. Verifies patient insurance and third-party coverage information when necessary, exhibiting accurate and timely entry of patient registration information as required.
3. Oversees and when needed, assists with Karuk Tribal Health Program's secondary Medical, Dental and Behavioral Health Billing, posting of payments from third party payers and private individuals when indicated. Works on reducing denial and age reports.
4. Consistently ensures the confidentiality, security and safety of patient billing records and shall comply with the requirements of the Karuk Tribe, Indian Health Services (IHS) Privacy Act of 1974, and Health Insurance Portability Accountability Act (HIPPA).
5. Pursues the collection process, striving to maintain aged accounts detail at a minimum. Submits delinquent accounts to collections, including correspondence with the patients and filing all collection records.
6. Exhibits competence and responds timely to subpoenas and payer requests for patient billing and/or payment records.
7. Prepares patient payments, balancing to bank deposit, and shall make and maintain copies of receipts, checks and other pertinent documentation as required by policy.
8. Creates and maintains spreadsheets and assist others as needed.
9. Creates or oversee the compilation of monthly and annual reports for the CEO of KTHHS, Karuk Tribe Chief Financial Officer and Business Office Director and other staff as required.

10. Executes or assist with the compilation of all annual State Medi-Cal Reconciliation reports, auditor's reconciliation reports and any others as required.
11. Efficiently assists with billing primary and secondary insurances. Handles complex denials.
12. Work diligently with RPMS Site Manager, IHS and CAC to advocate a workable solution for computer difficulties and rapid correct resolution.
13. Accurately verifies the information in the RPMS/EHR coding queue that will enable a "Clean Claim" to pass forward to billing and ultimately the insurance company.
14. Attends all required meetings and functions as requested and/or assigned
15. Be available to fill-in for Recording Secretary at assigned Health Program meetings when requested.
16. Willingly provides support to Billers, Accounts Receivable Clerk and Data Analysts and others as requested.
17. Available for local and out of the area travel as required for job related training.
18. Is courteous and maintains a priority system when 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 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 a valid driver's license, good driving record, and be insurable by the Tribe's insurance.
2. Must have a High School Diploma or equivalent.
3. Must have at least 1 year of experience in a Medical Billing Office or equivalent.
4. Must have basic knowledge of Resource Patient Management System (RPMS).
5. Must be proficient with CPT, ICD, HCPC, modifier codes, and E/M coding for optimal reimbursement.
6. Must possess basic office skills excellent tele-communication skills, keyboarding with a minimum speed of 40-45 wpm and excellent proficiency on a ten key adding machine.
7. Must have basic understanding of billing software, knowledge of Business Math and ability to work independently.
8. Must have a working knowledge of Excel and Word software.

9. Must provide documentation of immunity to measles and rubella or become vaccinated with the recommended vaccines and Hepatitis B vaccine. Must test for TB at time of hire and per CDC guidelines as required. Must have an annual health exam and a Flu Immunization and COVID-19 vaccination or exemption as required.
  
10. 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: 06/14/2023**

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

**\*\* Employee must sign position description annually, during their evaluation**