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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 (PRC)

**Reports To:** Medical Clinic Manager

**Locations:** Happy Camp, CA

**Salary:** \$16.50 to \$28.00 per hour, DOE

**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 following Personal Health Information (PHI) protocols. 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.

**Application Deadline: April 26, 2024 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**

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**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(s) 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.; experience with medical technology, terminology and culture preferred.
2. Possess basic computer skills including word processing and a basic knowledge of office procedures and business machines. **Experience with Microsoft Office Suite highly desired or preferred**
3. Have strong communication skills (verbal and written).
4. Have the ability to address sensitive issues in a confidential manner.
5. Must adhere to the Confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies.
6. Possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Become certified and remain current in infant, child, and adult BLS (Basic Life support) CPR (Cardiopulmonary Resuscitation) and First Aid
8. Must provide proper documentation of immunity/immunizations (measles, rubella [MMR], Hepatitis (HEP) B,) or become vaccinated. Annual Influenza Immunization & Tuberculosis (TB) testing required per Center for Disease Control (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.

**Review Committee Approved:** April 18, 2024

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

