

## **POSITION DESCRIPTION**

**Title:** CHS Clerk

**Reports To:** CHS Supervisor

**Location:** Happy Camp

**Salary:** \$9.00 per hour

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

**Summary:** The CHS Clerk shall work in the Health Support Services Department under the direct supervision of the CHS Supervisor. In the absence of the CHS Supervisor, the CHS Clerk shall report to the Executive Director. The CHS Clerk shall be responsible for the commitment of Contract Health Service (CHS) funds to support the direct medical care of eligible people. Shall learn and use all RPMS packages that pertain to the CHS Department. Shall know all applicable policies and current levels of care, documentation of events, filing, confidentiality and security of records. Shall work closely with CHS Managed Care Committee and Karuk Tribal Providers to ensure that policies and levels of care are appropriate and administered appropriately. Shall work with the CQI Director to ensure compliance with JCAHO/AAAHCA Ambulatory Health Care Standards.

### **Responsibilities:**

1. Shall consistently be responsible for making sure patients are eligible for CHS services before any cost is incurred by following all current policies.
2. Shall adequately work with the courier to make sure all mail is delivered to the appropriate clinics.
3. Shall consistently enter CHS denials into the RPMS system in a timely manner.
4. Shall capably assist Referral Clerk with entering referrals into the RPMS system as needed. Shall efficiently send Medi-Cal a letter within 5 days and recheck in 30 days.
5. Shall appropriately close referrals as needed.
6. Shall consistently make arrangements for CHS Managed Care Committee meetings as well as take minutes, prepare packets, and prepare the agenda.
7. Shall capably reconcile all lab bills against lab orders as they come in.
8. Shall adequately participate in training that is available and pertinent to the job.

9. Shall efficiently work closely with the CQI Department to assure compliance with all JCAHO, AAAHC, HIPPA, and GPRA standards.
10. Shall be readily available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
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 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 have a high school diploma or equivalency.
2. Must have basic office skills to include tele-communications, typing, telephone, filing, keyboard, copiers, computers, etc.
3. Must have basic knowledge of the Resource Patient Management System (RPMS).
4. Must have working knowledge of insurance billing/payment procedures.
5. Must have working knowledge of the ICD-9-CM/CPT coding system.
6. Must have basic knowledge of medical terminology, and anatomy or physiology.
7. Must have excellent mathematical skills and communication skills both oral and written.
8. Must have good time management skills.
9. Must possess valid driver's license, good driving record, reliable transportation, and be insurable by the Tribe's insurance carrier.
10. Must adhere to confidentiality and HIPAA policies.
11. Must provide documentation of immunity to measles and rubella or become vaccinated with the recommended vaccine and Hepatitis B vaccine and test annually for TB. Must have an annual health examination.
12. 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.

**Council Approved: February 3, 2003/Revised February 10, 2005/Revised August 11, 2005**

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

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