

POSITION DESCRIPTION

Title: Dental Office Manager/Senior RDA

Reports To: Dental Director

Supervises: Happy Camp Dental Receptionist

Location: Happy Camp Dental Clinic

Salary: Depends on Experience

Summary: The Dental Manager/Senior RDA shall be responsible for managing the day-to-day operations of the Karuk dental clinics located in Yreka and Happy Camp. Shall provide onsite supervision providing advise, training, and the ability to enforce established policies. Shall adequately supervise the auxiliary dental staff, in accordance with office policy, position descriptions and applicable laws. Shall ensure compliance with Tribal, Federal, State and other regulatory laws, which include contracts and MOA's. Shall be responsible for accurately completing the dental data entry and the Dental Table One reports, in a timely manner. Shall complete the dental billing packets, and work directly with the billing department on dental billing and accounts receivable issues. Shall participate on health committees, taskforces, and attend Dental Health related meetings, as indicated. Shall assist the Executive Director of Health and Human Services and Fiscal operations to prepare budgets and monitor expenditures. Shall provide appropriate administrative support to the Dental Director which includes, but is not limited to, the orientation and training of new dental employees, development and coordination of organizational-wide dental policies and procedures, and preparation for reviews and/or surveys. Shall be appropriately supervised by the Dentists when performing the functions of a clinic RDA.

Responsibilities:

1. Shall efficiently provide administrative support to the Dental director, possessing the ability to oversee the management of the day- to-day operations of the Karuk Tribal Dental Clinics.
2. Shall competently perform the duties of a Clinical Chair side RDA and/or dental receptionist when required to do so Displaying age-specific competencies in working with:
 - Infants
 - Toddlers
 - Preschool
 - School Age
 - Adolescents
 - Early Adult
 - Middle Adult
 - Geriatric

3. Shall effectively serves a as a member of the PI Committee and shall strive for compliance with Ambulatory Healthcare Standards.
4. Shall competently participate and assist in the coordination, data collection, and monitoring of all dental PI activities and report as directed.
5. Shall competently ensure the confidentiality, security and safety of all dental health records according to current KTHP policies and procedures and HIPAA.
6. Shall competently review and enter dental patients' visit data into the RPMS System and train other staff to do the same.
7. Shall competently review and edit the dental providers daily billing/table one sheets.
8. Shall competently complete the monthly dental IHS Table One Reports and turn them in to the Fiscal Clerk.
9. Shall appropriately report as required by Federal, State, County, Local, and Tribal regulations.
10. Shall capably participate in developing educational programs needed for training Karuk Tribal Health Program staff and other KTOC agencies, when indicated.
11. Shall be capably available for local and out of the area travel as required for job related training.
12. Shall cooperatively attend all required meetings and functions as requested, serve on committees, taskforces, and attend health program meetings as requested.
13. Shall efficiently use, monitor, maintain and collect data from RPMS modules including, but not limited to, Scheduling, Patient Registration, Dental Data System, Referral Care System
14. Shall appropriately work with outside services, including IHS, CRIHB, State Indian Health, and other agencies, as required.
15. Shall competently provide onsite supervision demonstrating the proper use of approved policies and procedures.
16. Shall competently work with the EDHHS, Dental Director, and CFO in preparing and monitoring dental clinic budgets.
17. Shall accurately report to the Karuk Tribal Health Board as required.
18. Shall proficiently review and advise Karuk Dental department CDT coding, dental visit data entry, dental billing procedures and provide training in these areas to other dental staff.
19. Shall competently and compliantly provide health program orientation to new employees.
20. Shall effectively participate in the development of quarterly dental staff meeting, including preparation of agendas.
21. Shall efficiently coordinate the scheduling of Head Start and elementary school dental screenings and be a member of the Health Advisory Board for the Head Start Programs.

22. Shall efficiently review and approve dental supply orders including, new or replacement of equipment, computers, and work orders for the repair office or clinic equipment.
23. Shall demonstrate safety procedures in accordance with policies and procedures.
24. Is courteous in accepting other job duties as assigned.

Qualifications:

1. Demonstrates the ability to effectively work 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.
2. Must have a minimum of 5 years experience as a Registered Dental Assistant.
3. Must possess an active RDA License and be willing to attend continuing education training to keep license active.
4. Must stay current in and have documentation of infection control training. Including OSHA and CDC requirements.
5. Must have basic knowledge of California Dental Practice Act and its laws that govern California dental practices, including the dental auxiliaries' duties.
6. Must have a minimum of 2 years experience in Dental Clinic Management.
7. Must have basic knowledge of computer and office equipment.
8. Must have a good understanding of dental terminology, dental billing procedure codes, policies, and procedures.
9. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. Must be capably available to travel between clinic sites on a regular basis.
11. Must possess and maintain CPR certification.
12. Must provide documentation of immunity to, measles and rubella or become immunized with the recommended vaccine and test annually for TB...

13. Must provide documentation of immunity to Hepatitis B, documentation of refusal or have on file, a signed Hepatitis B Lack of Documentation Form.
14. 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: January 10, 2002/Revised October 6, 2005/Revised June 14, 2007, Revised November 8, 2007

Chairman's Signature: _____

Employee's Signature: _____