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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**

**Title:** Health Information Management Clerk

**Reports To:** Medical Clinic Manager

**Location:** Happy Camp

**Assigned**

**Work Location:** PAN will indicate location

**Salary:** \$21.00 to \$35.00/per hour, DOE

**Classifications:** Full Time, Non-Exempt, Non-Entry Level

**Summary:**

Works under the direct supervision of the assigned Medical Clinic Manager and receives guidance from the Resource and Patient Management System (RPMS) Site Manager and Health Information Technology Specialist to manage and administer the eClinicalWorks (eCW) electronic medical records system, and fulfills all scanning requirements related to the eCW in a timely manner. The Health Information Management (HIM) Clerk audits electronic records according to a schedule developed by Quality Management and complies with the Accreditation Association for Ambulatory Health Care (AAAH) Clinical Records and Health Information standards. In regards to the paper records the HIM Clerk shall ensure their security, confidentiality, and physical safety, and shall supervise maintenance, storage, and appropriate access.

**Application Deadline: July 16, 2025 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 and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening 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 at: Telephone: (530) 493-1600 ext. 2043 or 7034, Fax: (855) 437-7888, or Email at [humanresources@karuk.us](mailto:humanresources@karuk.us)

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## POSITION DESCRIPTION

**Title:** Health Information Management Clerk

**Reports To:** Medical Clinic Manager

**Location:** Happy Camp/Orleans/Yreka

**Assigned  
Work Location:** PAN will indicate location

**Salary:** \$21.00 to \$35.00/per hour, DOE

**Classifications:** Full Time, Non-Exempt, Non-Entry Level

**Summary:** Works under the direct supervision of the assigned Medical Clinic Manager and receives guidance from the Resource and Patient Management System (RPMS) Site Manager and Health Information Technology Specialist to manage and administer the eClinicalWorks (eCW) electronic medical records system, and fulfills all scanning requirements related to the eCW in a timely manner. The Health Information Management (HIM) Clerk audits electronic records according to a schedule developed by Quality Management and complies with the Accreditation Association for Ambulatory Health Care (AAAHC) Clinical Records and Health Information standards. In regards to the paper records the HIM Clerk shall ensure their security, confidentiality, and physical safety, and shall supervise maintenance, storage, and appropriate access.

**Responsibilities:**

1. Consistently maintains the confidentiality, security and physical safety of all (electronic and paper) patient health records.
2. Scans all non-electronic patient data into health record which may include records from outside providers, Federal Drug Enforcement Agency (DEA) scripts, release of information, and consultant reports.
3. Scans and sends electronically all patient data (consultant reports, Electro Cardiogram (EKG's) hospital reports, etc.) received to the provider for signing.
4. Responds to release of records or information in accordance with established policy and procedures & maintains a record of all documents released.

5. Supervises the collection, processing, maintenance, storage, timely retrieval, distribution, and appropriate access to the paper records.
6. Completes Incident Reports on missing records in a timely manner.
7. Logs health records in and out per request of persons with a need to know, or of any transfers.
8. Complies with AAAHC Clinical Records and Health Information standards.
9. Complies with applicable tribal, federal, state, and local regulations (i.e. Health Insurance Portability and Accountability Act [HIPAA], Health Information Technology for Economic and Clinical Health [HITEC]).
10. Audits electronic records and reports findings to the Approved Continuous Quality Improvement (ACQI) Committee according to a schedule developed by quality management.
11. Attends all HIM Committee meetings and actively participates in discussions.
12. Provides backup for other front office personnel.
13. Available for local and out of the area travel as required for job related training. Attend all required meetings and functions.
14. Is polite and maintains a priority system 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 equivalent;
2. At least one-year experience in medical office is preferred; one-year experience with an electronic medical records system is preferred.
3. Must possess excellent computer skills and knowledge to generate reports and graphs for audits and reports.
4. Must understand the sensitivity and confidentiality status of the patients' information and strictly adhere to confidentiality policy.
5. Solid understanding of medical terminology.
6. Must possess valid driver's license and be insurable by the Tribe's insurance carrier.

7. Must provide documentation of immunity to measles, and rubella, or become vaccinated with the recommended vaccines and hepatitis B vaccine and testing for Tuberculosis (TB) upon hire and per Centers for Disease Control (CDC) guidelines as required. Annual Flu Immunization with a yearly health examination and COVID-19 vaccination or exemption is required.
8. 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 shall 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.

**Committee Approved: June 30, 2025**

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

**\*\* Employees must sign position descriptions annually, during their evaluation.**