

# MEDICAL BILLING CLERK

## Position Announcement (Tribal Member/In-House)

### JOB SUMMARY:

Provides coordination between Indian Health Services, Kaibab Paiute Tribal Health, and patient. Act as receptionist for the Community Health Representative (CHR) Department. Accounting and tracking of medical bills on behalf of the Tribe and patient.

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<b>TITLE:</b>	Medical Billing Clerk/Receptionist/CHR
<b>DEPARTMENT:</b>	Community Health Representative/Health Department
<b>SUPERVISOR:</b>	CHR Director
<b>OPENS:</b>	April 24, 2017
<b>CLOSES:</b>	May 1, 2017
<b>STATUS:</b>	Full-time Permanent/Benefits after 90 Days
<b>SALARY:</b>	\$11.50 hr

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### DUTIES & RESPONSIBILITIES:

- Accurate coordination between patient, health care provider, Tribal CHR program and Indian Health Services (IHS) through the Hopi Service Unit and Phoenix Area Office.
- This position requires an understanding of IHS and Tribal Health Department policies; adherence to these policies to maintain Tribal members' eligibility for both Direct and Contract Health services.
- Duties include accounting and tracking medical bills on behalf of patient and Tribe; track third party billings, submit patient registration up-dates and notification to the Hopi Service Unit as required.
- Assist patients with finding alternate resources and ensuring they are applied for.
- Filing, making medical/dental appointments, patient charting, and answering telephones. Calling doctor's offices and/or pharmacies for medication refills. Maintain contact with medical and dental offices on behalf of patients.
- Provide home visits to Tribal members consistently and be an infrequently transport patients when necessary.
- Be a patient advocate, work as a team player and accept other duties as assigned.
- **Strict client confidentiality is required with no exceptions.**

### MINIMUM QUALIFICATIONS:

- Must have excellent computer skills and know how to use Excel and Adobe/Foxit PDF
- Experience in and knowledge of Indian Health Services and Tribal Health preferred but not required
- Work well with the public, have social skills and work habits benefiting a public oriented position
- Must have knowledge of ACA (Affordable Care Act), be CPR and basic first aid certified within 90 days
- Must pass a fingerprint and criminal background check according to P.L. 101-630 standards
- Must have a High school diploma or GED
- Must have a valid driver's license with a good driving record and be insurable.

**DRUG-FREE WORKPLACE POLICY:**

The Kaibab Paiute Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Kaibab Paiute Tribe policy, this position requires pre-employment drug testing.

Employment applications are available online at [www.kaibabpaiute-nsn.gov](http://www.kaibabpaiute-nsn.gov) or at the Tribal Affairs Building located on 1 North Pipe Springs Road Fredonia, AZ 86022. Interested applicants must return completed applications for consideration. For more information, contact the Human Resource Director at (928) 643-7245. **Only completed applications will be accepted.** All applications must have a copy of the following to be considered: requested education requirement verifications, driver's license, 36 month driving record and two completed fingerprint cards (available at the Human Resource Office).

THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER AND  
ADHERES TO THE INDIAN PREFERENCE ACT