
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
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Vacancy Announcement

Title:	Billing and Accounts Receivable Clerk
Reports To:	Business Office Director
Location:	Happy Camp
Assigned Work Location:	Happy Camp Billing Office
Salary:	Hourly: \$21/hr to \$31/hr
Classification:	Full Time Non-Exempt Entry Level
Summary:	This position will include the responsibility to accurately create and process health claims via paper or electronically as accepted by the payer; including use of International Classification of Diseases, Tenth Revision (ICD 10), Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) coding. Prepare accounts receivable transactions, posting payments and/or completing secondary or tertiary billing to ensure maximum entitled reimbursement. Pursues insurance verification and payer coverage regulations and have ability to communicate findings with the patients. Prepare frequent financial reports and complete reconciliation projects.

Application Deadline: December 22, 2025 by 5 pm

Applications are available at all Tribal Offices or on the Internet at 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 or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: Humanresources@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Verifies patient insurance and third-party coverage information when indicated and the has the ability to communicate that information back to patients as needed
2. Ensures the confidentiality, security and safety of patient billing/payment records and ensures compliance with the requirements of the Indian Health Services (IHS) Privacy Act, Health Insurance Portability and Accountability Act (HIPAA) and other applicable laws.
3. Bills private pay and deductibles for non-Indian patients, when indicated.
4. Bills third party payers creating clean claims to cross over to payer accounts.
5. Assist with accounts on the collection list, including correspondence with the patients and posting payments.
6. Prepare payments balancing to bank deposit, and shall make and maintain copies of receipts, checks and other pertinent documents.
7. Create and maintain spreadsheets as required.
8. Bills secondary/tertiary insurance billing and communicating with payers.
9. Oversees the collection process, with denied claims, striving to maintain aged accounts detail at a minimum and working the aged report as needed.
10. Fills in for Recording Secretary at assigned Health Program meetings when requested.
11. Adheres to Tribe's and Program's confidentiality and personnel policies.

12. Be available for local and out of the area travel as required for job related training and various activities.
13. Attends all required meetings, trainings and functions.
14. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

Qualifications:

1. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
2. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
3. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
4. Demonstrated ability to understand and follow oral and written instructions.
5. Demonstrates ability to use a variety of computer programs and in particular understand, and when necessary, operates software such as Windows 10 and MS Office Suite applications.
6. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

Requirements:

1. Must possess High School Diploma or Equivalent (GED).
2. Must be a self-starter, well organized, and willing to learn new skills.
3. Must possess basic office skills, excellent tele-communication skills, familiarity with keyboard and ten keys.
4. Must have a basic understanding of billing, knowledge of Business Math, a basic understanding of Excel and Word software and the ability to work independently.
5. Must adhere to confidentiality and HIPAA policies, and shall comply with the requirements of the IHS Privacy Act.
6. Must provide documentation of immunity to measles and rubella or become vaccinated with the recommended vaccines and Hepatitis B vaccine. Must test for TB at time of hire and per US Centers for Disease Control (CDC) guidelines as required. Must have annual health exam and a Flu Immunization and COVID-19 vaccinations or exemption as required.
7. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
8. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal history 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.

Committee Approved: _____ **Date:** _____

Employee Signature: _____ **Date:** _____