

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Dental Clerk

EXEMPT: No	JOB CODE: 4-TS T5
TARGET SALARY: \$13.97 to \$16.43/DOQ	SHIFT: M-F 8:00 to 5:00 p.m.
PROGRAM: Clinic	LOCATION: 250 Fort St.
REPORTS TO: Chief Dentist	

SUMMARY: This position services as dental clerk in the dental program of the clinic and performs receptionist, record keeping and other clerical duties associated with patient care and treatment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Check in all eligible patients for emergency visits or scheduled appointments.

Update patient phone numbers / address in RPMS. Fill in the patient encounter forms with the necessary information. (chart #, name, DOB, date of visit, group #).

Order patient charts on a daily basis along with their retrieval and return to medical records in a confidential manner. Ensure patient charts have an up to date health history form. Check patient charts for insurance information and confirm details with the patient.

Assist with insurance pre-authorization forms for those patients covered by private insurance.

Make courtesy calls the day before scheduled appointment to remind patients of their appointments. Print out and post daily scheduled appointments for each dentist.

Update providers and assistants on patient arrivals verbally and by highlighting arrival on day sheets.

Mail out broken appointment letters. Track patients who have completed their dental treatment and organize their recall visits.

Retrieve patient charts from the dentist office and re-assemble charts in orderly fashion under the dental tab. Check all completed encounter forms for accuracy & completion upon placing them into the chart.

Schedule new and returning dental appointments on the RPMS computer system.

Keep track of a short call patient list with up to date phone numbers and call in these patients to fill in for broken appointments. Call and organize appointment for outside provider referrals if necessary.

Organize and track out going and returning dental lab work and schedule the patients as necessary. Reconcile monthly lab statements with filled monthly lab case invoices and organize check requests for payment.

Enter all daily encounter forms into RPMS.

Carry out monthly Medicaid billing.

Weekly filing of extra patient information.

Provide back-up duties as a dental assistant to provide direct patient care and help in sterilization and setting up + breaking down treatment bays.

EDUCATION AND/OR EXPERIENCE:

High School Diploma or general education degree (GED).

Experience in dealing with the public.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general medical periodicals, professional journals, technical procedures or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, and community members in a courteous, professional manner, using tact and diplomacy.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS:

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

OTHER SKILLS AND ABILITIES:

Knowledge of eligibility resources and their processing applications.

Knowledge of HIPAA (Health Insurance Portability and Accountability Act) and the use of confidential information and health records as an integral part of the interviewing office function and the privacy of individuals which must be protected to the fullest extent possible.

Ability to establish and maintain effective working relationships with employees, supervisors, officials, and the public.

Must have a working competence in computer applications and ability to use major computer software, especially word-processing, spreadsheets and database.

Ability to maintain confidentiality of records and information pertinent to the nature of work.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS.

The work is mainly sedentary but occasionally will require lifting up to 50 pounds.

SPECIAL REQUIREMENTS

Immunization Requirements: Must be fully immunized against measles, rubella, and COVID-19. Must provide official documented proof of vaccination prior to employment. Employees are required to provide proof of other immunizations as recommended for healthcare workers by the Centers for Disease Control and Prevention, or of immunity to these diseases.

All employees shall have tuberculin (TB) test upon employment and annually thereafter, or have a follow-up plan approved by employee health if there is a positive test. If employee is known to have a positive TB test prior to entrance on duty, no TB testing will be carried out; instead the employee shall see a physician to establish an individualized program to assure the absence of active TB in the employee, shall complete and annually system questionnaire, and must report any relevant symptoms promptly.

Special Consideration: if you are allergic to any component of the vaccine or have documented history of severe reaction to vaccine or are currently pregnant you may not have to be immunized, however, you are required to provide documentation/proof, in order to be considered for employment. COVID-19 is exempt from this consideration.

PHYSICAL DEMANDS.

The work is mainly sedentary but occasionally will require lifting up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed in an ambulatory health care setting. There is common exposure to contagious and infectious diseases. Hepatitis B vaccine is recommended and offered at no cost. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, families, and visitors.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com

OPEN: January 7, 2022
CLOSE: January 21, 2022

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.

