



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



JOB TITLE: Data Entry Clerk
DEPARTMENT: Quileute Health Center
SUPERVISOR: Health Director/Operations Manager
SALARY RANGE: DOQ/E
CLOSING DATE: January 4, 2021

The primary responsibility of the Data Clerk is to perform all duties associated with the data entry and processing bills. This position requires excellent attendance as well as a high level of confidentiality and attention to detail. Communication skills both verbal and written at a high level of competence are necessary.

Primary duties:

Data entry for medical, dental and specialty clinics. You will be responsible to CODE each diagnosis on a PCC (Patient Centered Care) form then enter in PCC into FOIA (Freedom of Information Act), scan PCC, print report from FOIA of the batch for billing. From the report you enter each visit back into FOIA and print out billing sheet and process to billing agency.

The position requires sensitivity and discretion in interfacing with patients and providers. This position will cross train and fill in as receptionist and learn the referral process.

SKILLS, KNOWLEDGE AND ABILITIES

- ABILITY TO MAINTAIN A HIGH LEVEL OF CONFIDENTIALITY
- HIGHLY DEPENDABLE
- Ability to follow all written and oral instructions precisely from the medical staff.
- Excellent verbal and written communication skills
- Able to interview patients/clients and document accurately, interact with the public and prospective patients/clients, speak effectively, and be readily available for crisis
- Strong verbal and written communication skills
- There will be times when you will be asked to assist in special clinic events, functions, or programs.

PHYSICAL DEMANDS:

- Must be able to lift 40lbs.

SUPERVISORY RESPONSIBILITY:

- None

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover

absences or relief, to equalize peak work periods, or balance the workload. Other duties as assigned.

QUALIFICATIONS:

Required Qualifications:

- High School graduate or a GED, Higher education is preferred.
- Valid WA ST Driver's License
- Must pass a criminal Background check
- Complete and pass HIPAA training, IHS Information Security Awareness training must complete within 30 days of employment
- Must have First Aid/CPR card or obtain within 90 days of employment
- Pre employment testing and monthly random testing in accordance with the Tribal Drug and Alcohol Policy

Preferred Qualifications:

- Medical Office experience highly desirable. Basic knowledge of medical terminology important. Good verbal and written communication skills. Ability to work well with many individuals. Ability to perform multi-tasks in an often-busy environment. Ability to keep calm during emergency situations
- Basic Computer knowledge and keyboarding skills a necessity. Strong Computer skills

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

HOW TO APPLY

Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

The Quileute Tribe

Human Resources Department

P.O. Box 279

La Push, Washington 98350

Ensure your Application contains:

1. Quileute Tribal Application (REQUIRED)
2. Cover Letter (REQUIRED)
3. Resume (REQUIRED)
4. Tribal Enrollment Verification (REQUIRED)
5. Driver's License (REQUIRED)
6. Diploma/Transcripts(s) High School/GED, College (REQUIRED)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.