

KEWEENAW BAY INDIAN COMMUNITY

2018 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, JR.
RODNEY LOONSFOOT
ELIZABETH D. MAYO

Medical Clinic Receptionist

Two (2) Full-time, Exempt position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
- Copy of HS Diploma or GED
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

**Keweenaw Bay Indian Community
Beth Fish Personnel Director
16429 Beartown Road
Baraga, MI 49908
Phone: 906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov**

Distribution Date: November 1, 2018

Closing Date: November 15, 2018 at 4:00pm

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS


"Home of the Midnight Two-Step Championship"

KEWEENAW BAY INDIAN COMMUNITY

2018 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540


CEO APPROVAL Date: 4/3/18
ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
RANDALL R. HAATAJA
MICHAEL E. LAFERNIER, SR.
MARY E. JOHNSON, JR.
RODNEY L. LONDSFOOT
ELIZABETH D. MAYO

POSITION ANNOUNCEMENT

POSITION:

MEDICAL CLINIC RECEPTIONIST

Two (2) Full-time position - 40 hours/week

LOCATION:

Donald A. LaPointe Health & Education Facility
102 Superior Avenue
Baraga, Michigan

SUPERVISORY CONTROL:

Medical Office Receptionist

SALARY:

Grade 4 (minimum starting wage = \$11.47/per hour)

MANDATORY ANNUAL REQUIREMENT:

TB Skin Test

QUALIFICATIONS:

- High School Diploma or GED required.
- One year experience in a Medical, Dental or other health care clinic preferred.
- Knowledge and experience using Windows Office Application required.
- Must have a pleasant demeanor.
- Must pass a clerical test with a score of at least 70% (test administered by KBIC).
- Knowledge of EHR (electronic health record).
- Must maintain strict confidentiality.
- Must be able multitask answer phones, schedule appointments, greet patients.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to qualified Veterans (need DD214)

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

DUTIES AND RESPONSIBILITIES:

- Answers the phone for the KBIC Health Systems. Takes and relays accurate phone messages to the appropriate Medical staff. Ensure phone coverage during business hours of operation.
- Provides phone triage for all the Medical Clinic phone calls utilizing established protocol.
- Verifies insurance coverage for all appointments after initial appointment.
- Greets each medical clinic patient as they arrive for their appointment, follows service standards as instructed, and answers phone calls and inquiries from patients. Updates patient demographic information, scans documents into the patient chart, and ensures completeness of required forms.
- Issues "HIPPA notice of Privacy Practices" information. Obtains "Acknowledge of Receipt of Notice of Privacy Practices" form and file on the patient chart. Updates the form annually.
- Works closely with the Benefits Coordinator to correctly assess each patient that accesses the Medical Clinic with a state of Michigan MI Health Card. This includes type of medical coverage, managed health care status and the assigned primary care physician provider. Notifies the clinical staff, before the patient visit, if not appropriate to provide treatment.
- Refers all Medicaid recipients to the Benefits Coordinator for explanations of the Medicaid exception waiver. Refers all uninsured patients to the Benefits Coordinator.
- Schedules appointments at check-out, following the established policy, in coordination with the PRC/Scheduling clerk. Performs follow-up for no-shows and cancelled appointments as directed.
- Assists in the patient reminder process for appointments on a daily basis and performs necessary follow-up.
- Responds to patient questions and assists patients with directions to other health offices.
- Light handling of specimens from the Courier Service.
- Must be familiar and follow office policies and procedures including Patient Confidentiality and HIPPA requirements.
- Orders office supplies as directed.
- Issues patient satisfaction and other surveys as directed.
- Other job duties as assigned by supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Distribution date: November 1, 2018

Closing: November 15, 2018 at 4:00pm