

JOB OPENING ANNOUNCEMENT

Job Title: Front Desk Assistant

Report To: Front Office Receptionist

Department: Medical Clinic

Job Vacancy: YAN-21-061

Status: Full-Time - 32 hours (Temporary)

Starting Wage: DOE

Opening Date: 7-6-2021

Closing Date: Until Filled

POSITION DESCRIPTION:

The Medical Center Front Desk Assistant position will demonstrate professionalism, efficiency, courtesy and compassion as they work with patients, physicians, co-workers, and all approved vendors to assist in maintaining patient reception, appointment scheduling, assisting with patient registration, telephone messages, chart preparation and a variety of related functions.

QUALIFICATIONS:

- High School Diploma or GED preferred.
- Must have good verbal and writing skills.
- Basic clerical skills required, pc skills a plus.
- Knowledge of general office automation, practices and procedures in order to store and retrieve general medical records data; typing proficiency required and/or computer keyboarding for performance of general office support work.
- Must be organized and detail oriented.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Update patient records for current addresses, telephone numbers and current insurance information (Medicare, Medicaid, private Insurance), using the Registration Patient Management System (RPMS) as needed.
- Operates RPMS peripheral equipment for the purpose of keying in medical records data such as demographic information for patient registration, scheduling for patient appointments, etc.
- Make appointments for general and specialty clinics.
- Notifies patients for return medical follow-up as requested by the medical providers and for cancelled and/or rescheduled clinics.
- Prepares patient medical records/charts for their appointment, or for walk-in patients, as requested by medical providers; files patient medical records/charts.
- Obtains from the patients as indicated, proof of tribal enrollment for medical eligibility; maintains sufficient health records forms, authorizations, clinic information forms, eligibility forms, etc.
- Answers phones and transfer to appropriate staff; take messages clearly and legible.
- Fax/copy documents for medical staff, outside physicians or agencies.

- Maintains the strictest confidentiality according to the Privacy Act and HIPPA regulations.

Physical Requirements

The employer must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger; hand or operate objects, tools or controls; and reach with hands and arms.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

