

- Responds and complies to requests for information.
- Ensures re-appointment area is well maintained, neat and clean.
- Safeguards patient privacy and confidentiality.
- Completes all other clerical duties as assigned

MINIMUM QUALIFICATIONS:

- High School Diploma.
- One year of prior experience in a medical office setting.
- Excellent communication skills, verbal, written and typed.
- Professional and customer relation skills.
- Well organized, detail oriented, accurate and efficient.
- Must have efficient and accurate typing skills.
- Must have a valid driver's license.

PREFERRED QUALIFICATIONS

- Formal customer service training.
- Valid CPR certification.
- Working knowledge of an Electronic Medical Record system.
- Familiar with patient statements, EOBs, co-pays and deductibles as identified by 3rd party payers.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Date Approved by the Tribal Council: December 8, 2015